

BOARD MEETING MINUTES

1990

AGENDA.....January 8, 1990
Regular Monthly Meeting Rensselaer Library
Board of Trustees 7:00 PM
Jasper County Public Library

1. Minutes
2. Bills/Financial Statements
 - 2.1 Bills/Payroll
 - 2.2 Financial statements
3. Director's report/Committee reports
 - 3.1 Statistical report
 - 3.2 Director's job description and evaluation procedures
4. Salary schedule and payroll dates
5. Unfinished business
 - 5.1 Reappointment of Bob Souza to Library Board
 - 5.2 Staff vote on PERF enrollment
 - 5.3 Update on medical insurance bids
6. New business
 - 6.1 Bonding for staff members
 - 6.2 Committee appointments
 - 6.3 Board expectations of director; suggestions for more efficient board meetings, etc.
 - 6.4 Miscellaneous
7. Adjournment

The Board of Trustees of the Jasper County Public Library held its regular monthly meeting at the Rensselaer Library on December 11, 1989. The meeting was called to order at 7:07 pm with all members present. Also present were Danny Gunnells, Director and Cheryl Witty, Administrative Assistant.

On a motion by Miriam Lawyer, seconded by Wanda Stewart, the minutes of the November 13, 1989, board meeting were approved. A motion to approve the bills, payroll, and financial statements was made by Mary Linda Casey, seconded by Barbara Leestma and passed. The board also approved a list of encumbrances from the 1989 appropriations totaling \$20,183.22. \$19,423.18 was from item 4.51 Books, and \$760.04 from item 4.53 Non-Print Materials. Transfers in appropriation items were approved within the major categories. A list of the encumbrances and transfers is attached to the minutes.

The Director commented on the increased circulation at all three libraries. He also gave a report on the appeal hearing at Indianapolis on November 17, 1989. The library received an appeal in the amount of \$64,500.

The board voted to enroll the library staff in the Public Employees Retirement Fund beginning January 1, 1990, on a motion by Mary Linda Casey, seconded by Marge Hohner. They also requested that at the December 15, 1989 staff meeting the staff vote on accepting the PERF enrollment with a majority rule.

Medical insurance for the staff was tabled for a future meeting to allow time for receiving more quotations. Since a vote was not taken on the Salary Schedule and Payroll Dates for 1990, these matters were tabled until the January 1990 board meeting.

On a motion by Mary Linda Casey, seconded by Bob Souza, the board elected the following slate of officers for 1990: Wil Doty, president; Bob Souza, vice-president; Mary Linda Casey, secretary; and Miriam Lawyer, treasurer. It was suggested by the Director that the board include a personnel committee in their standing committees.

Bob Souza invited everyone to Van Rensselaer School on February 1, 1990 to hear poet Ruth Dowell speak. This poet's program is sponsored by both the Rensselaer School Corporation and Jasper County Public Library.

The Director reported on the meeting he attended December 7, 1989 at Fort Wayne on the Indiana Bond Bank. Since no one will be attending the ALA Midwinter Convention, the next board meeting will be held on January 8, 1990 in the Rensselaer Library meeting room.

At 9:15 pm the Library Board adjourned from their regular meeting to executive session to discuss employee performance. The executive session was adjourned at 2:00 am.

The Board of Trustees of the Jasper County Public Library met in executive session on December 28, 1989 in the Rensselaer Library meeting room to discuss employee performance. The executive session was called to order at 7:00 pm with the following members present: Wil Doty, president, Bob Souza, vice-president, Mary Linda Casey, secretary, Miriam Lawyer, treasurer, Barbara Leestma, Marge Hohner, Wanda Stewart, and Bill Moriarty, board attorney. The executive session was adjourned at 8:20 pm.

With there being no new business, the open meeting was cancelled.

Jasper County Public Library

☐ De Motte Public Library
P.O. Box 16
De Motte, Indiana 46310
219-987-2221

☐ Rensselaer Public Library, Headquarters
301 N. Van Rensselaer Street
Rensselaer, Indiana 47978
219-866-5881

☐ Wheatfield Public Library
P.O. Box 247
Wheatfield, Indiana 46392
219-956-3774

Decmeber 11, 1989

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library; Now, therefore:

Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same:

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the followin amounts:

AMOUNT APPROPRIATED		AMOUNT REDUCED	
LIBRARY OPERATING FUND		LIBRARY OPERATING FUND	
2. SUPPLIES		2. SUPPLIES	
2.11 Official Records	\$306.86	2.12 Stationery & Print	\$306.86
TOTAL	306.86	TOTAL	306.86
3. OTHER SERVICES & CHARGES		3. OTHER SERVICES & CHARGES	
3.11 Consulting Ser.	\$ 162.50	3.51 Gas	\$1450.39
3.13 Other Prof. Ser.	1227.25	3.52 Electricity	4000.00
3.31 Advertising	1217.34		
3.41 Official Bonds	70.00		
3.72 Equipment Rental	1452.25		
3.91 Dues	615.12		
3.97 Interview & Mov.	705.93		
TOTAL	\$5450.39	TOTAL	\$5450.39
4. CAPITAL OUTLAYS		4. CAPITAL OUTLAYS	
4.4 Furn. & Equip.	\$4674.99	4.53 Nonprint Materials	\$4674.99
TOTAL	4674.99	TOTAL	4674.99
1. PERSONAL SERVICES		3. OTHER SERVICES & CHARGES	
1.31 Other Pers. Ser.	\$28500.00	3.94 Transfer to LIRF	\$28500.00
TOTAL	28500.00	TOTAL	28500.00

(OVER)

PURCHASE ORDERS TO BE ENCUMBERED 1989

BOOKS FUND (4.51)

PURCHASE ORDER #	AMOUNT	COMPANY
1744	1034.25	Davidson Book Co.
1745	100.05	Austin Books Sales
1871	15.00	Grolier Books
1898	50.00	American Heritage Books
1914	281.70	Helen Booty/Larry Birkv
1967	85.18	Associated Libraries
1990	84.88	Grolier Books
1991	149.28	Austin Book Sales
2004	180.90	Facts on Files
2005	76.80	Davidson Book Co.
2027	200.15	Larry Birkv
2061	102.25	Baker and Taylor
2079	35.00	Baker and Taylor
2082	61.90	Chilton Book Co.
2084	17.95	Baker and Taylor
2094	175.49	Baker and Taylor
2097	52.85	Baker and Taylor
2100	19.95	Morningside Bookshop
2106	9.95	Select Publications
2116	720.50	Silver Burdett
2117	33.00	Dealer's Cost Corp.
2134	1195.65	Baker and Taylor
2135	132.53	Baker and Taylor
2136	163.55	Baker and Taylor
2139	160.40	Children's Press
2140	109.65	Rourke Publishing Co.
2141	776.20	Marshall Cavendish
2145	76.65	Macmillan Publishing
2146	38.90	Silver Burdett
2148	4784.07	Baker and Taylor
2149	3512.89	Baker and Taylor
2157	648.51	Associated Libraries
2162	41.25	Baker and Taylor
2163	577.45	Baker and Taylor
2164	841.05	EconoClad
2166	225.00	Macmillan Publishing
2167	2497.09	Baker and Taylor
2168	155.31	Chilton Book Company
TOTAL 4.51 ENCUMBERANCE		

\$19,423.18

AUDIOVISUAL MATERIALS FUND (4.53)

1917	182.87	Davidson Book Co.
2115	39.99	Moving Image Productions
2119	14.98	Ingram
2142	49.85	Baker and Taylor
2150	10.95	Cheerful Earfuls
2151	20.85	Victor Hotho and Co.
2153	24.90	Educational Record Center
2165	415.65	Ingram
TOTAL 4.53 ENCUMBERANCE		

\$760.04

TOTAL 4.51 AND 4.53

\$20,183.22

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
31 DEC 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	25450.78	4549.22
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	15544.34	199744.40	5755.60
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	667.50	8053.62	2146.38
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1427.18	18921.75	-421.75
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	1056.60	793.40
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	877.23	1897.77
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	1056.86	-306.86
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	400.40	699.60
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	.00	2321.39	978.61
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	.00	2918.15	831.85
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	318.83	431.17
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	10.36	289.64
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	.00	6143.31	856.69
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	1263.41	2236.59
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	662.50	-162.50
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	.00	4227.25	-1227.25
3.21	TELEPHONE	6500.00	.00	6500.00	.00	5804.15	695.85
3.22	POSTAGE	2500.00	.00	2500.00	.00	1883.17	616.83
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	.00	2483.20	1516.80
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	190.00	4126.64	1873.36
3.25	FREIGHT	150.00	.00	150.00	.00	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	.00	1617.34	-1217.34
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	1.85	998.15
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	670.00	-70.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	5215.00	1785.00
3.51	GAS	6000.00	.00	6000.00	.00	4033.98	1966.02
3.52	ELECTRICITY	15000.00	.00	15000.00	.00	10103.29	4896.71
3.53	WATER	500.00	.00	500.00	.00	397.74	102.26
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	.00	328.92	71.08
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	.00	2728.32	1771.68
3.62	EQUIPMENT	1000.00	.00	1000.00	.00	583.50	416.50
3.72	EQUIPMENT	400.00	.00	400.00	.00	1852.25	-1452.25
3.91	DUES	750.00	.00	750.00	.00	1365.12	-615.12
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	.00	5745.45	1754.55
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	955.93	-705.93
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	.00	24674.99	-4674.99
4.51	BOOKS	95000.00	.00	95000.00	.00	71847.04	23152.96
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	.00	13337.52	1662.48
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	.00	8275.92	7324.08
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	.00	9321.77	5484.15
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	16247.44	200.91
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	1600.00	.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	20620.68	470520.29	120341.95

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

08 JAN 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	.00	.00	34500.00
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	.00	.00	235795.00
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	.00	.00	9000.00
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	.00	.00	19800.00
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	.00	2000.00
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	.00	15000.00
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	.00	19000.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	125.75	125.75	624.25
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	7.35	7.35	3242.65
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	88.91	88.91	3811.09
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	55.48	55.48	694.52
2.33	REPAIR PARTS	250.00	.00	250.00	.00	.00	250.00
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	216.70	216.70	7783.30
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	239.40	239.40	1760.60
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	.00	.00	3500.00
3.13	LEGAL SERVICES	1000.00	.00	1000.00	330.00	330.00	670.00
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	125.00	125.00	875.00
3.21	TELEPHONE	9000.00	.00	9000.00	573.22	573.22	8426.78
3.22	POSTAGE	3000.00	.00	3000.00	375.00	375.00	2625.00
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	36.00	36.00	5964.00
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	55.00	55.00	7195.00
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	.00	.00	1000.00
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	.00	1000.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	36.00	36.00	6964.00
3.51	GAS	7000.00	.00	7000.00	920.83	920.83	6079.17
3.52	ELECTRICITY	18000.00	.00	18000.00	842.20	842.20	17157.80
3.53	WATER	500.00	.00	500.00	10.34	10.34	489.66
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	15.82	15.82	484.18
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	135.40	135.40	4364.60
3.62	EQUIPMENT	1000.00	.00	1000.00	.00	.00	1000.00
3.72	EQUIPMENT	1000.00	.00	1000.00	24.90	24.90	975.10
3.91	DUES	800.00	.00	800.00	.00	.00	800.00
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	745.91	745.91	6254.09
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00
4.1	LAND	500.00	.00	500.00	.00	.00	500.00
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	33.25	33.25	11966.75
4.51	BOOKS	115000.00	.00	115000.00	2145.83	2145.83	112854.17
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	2276.95	2276.95	13223.05
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	19.69	19.69	12480.31
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	591.45	591.45	18831.73
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	341.04	341.04	419.00
	-TOTAL-	635698.22	.00	635698.22	10367.42	10367.42	625330.80

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for DECEMBER 30, 1989

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	144269.65	145253.32	20620.68	268902.29
Gift Funds				
DeMotte	2459.96	77.54	0.00	2537.50
Rensselaer	322.22	0.00	0.00	322.22
Wheatfield	1280.62	20.00	0.00	1300.62
Bond and Interest Funds				
DeMotte	-5516.29	6230.03	0.00	713.74
Wheatfield	-30853.84	44480.52	0.00	13626.68
RF Fund	82971.50	0.00	0.00	82971.50
Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
State Tax Collected	0.00	0.00	-605.02	605.02
County Tax Collected	0.00	0.00	-177.93	177.93
Reserve for Insurance	54.34	0.00	-54.34	108.68
 TOTAL ALL FUNDS	 195108.16	 196061.41	 19783.39	 371386.18

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for JANUARY 8, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	169705.65	1254.71	10367.42	160592.94
 Gift Funds				
DeMotte	2537.50	0.00	0.00	2537.50
Rensselaer	322.22	0.00	0.00	322.22
Wheatfield	1300.62	0.00	0.00	1300.62
 Bond and Interest Funds				
DeMotte	713.74	0.00	0.00	713.74
Wheatfield	-36373.32	0.00	0.00	-36373.32
 LIRF Fund	25362.24	0.00	0.00	25362.24
 Investments				
Operating Fund	99196.64	0.00	0.00	99196.64
LIRF Fund	57609.26	0.00	0.00	57609.26
Wheatfield Bond Fund	50000.00	0.00	0.00	50000.00
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 State Tax Collected	605.02	0.00	605.02	0
County Tax Collected	177.93	0.00	177.93	0
Reserve for Insurance	108.68	0.00	0.00	108.68
 TOTAL ALL FUNDS	371386.18	1254.71	11150.37	361490.52

RECEIPT BREAKDOWN FOR
DECEMBER 30, 1989

FINES..... 801.30

DeMotte	287.40
Rensselaer	312.75
Wheatfield	201.15

PHOTOCOPIES..... 378.25

DeMotte	157.55
Rensselaer	123.65
Wheatfield	97.05

CARDS..... 7.00

DeMotte	2.50
Rensselaer	4.00
Wheatfield	.50

INTEREST..... 10.23

GIFT FUNDS..... 97.54

DeMotte	77.54
Rensselaer	0.00
Wheatfield	20.00

DECEMBER TAX DRAW.....194728.75

Property Tax	171805.95
Banks,Build.&Loan	2126.92
License Excise Tax	20795.88

ADJUSTMENT TO BEGINNING BALANCES FOUND BY AUDITOR..... 38.34

TOTAL AMOUNT OF RECEIPTS.....196061.41

RECEIPT BREAKDOWN FOR
JANUARY 8, 1990

FINES..... 201.10

DeMotte	76.40
Rensselaer	124.70
Wheatfield	0.00

PHOTOCOPIES..... 84.50

DeMotte	36.45
Rensselaer	48.05
Wheatfield	0.00

CARDS..... 3.50

DeMotte	2.50
Rensselaer	1.00
Wheatfield	0.00

INTEREST..... 965.61

GIFT FUNDS..... 0.00

DeMotte	0.00
Rensselaer	0.00
Wheatfield	0.00

TOTAL AMOUNT OF RECEIPTS..... 1254.71

{-----BANK BALANCES-----}
 DATE {31 DEC 89}

A1 {BANK ONE CHECKING	}	B1 {	143121.35}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	106805.90}
A4 {FIRST OF AMERICA	}	B4 {	2813.26}
A5 {DEMOTTE STATE BANK	}	B5 {	4724.13}
A6 {INDIANA FEDERAL	}	B6 {	9764.99}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4156.55}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10{	371386.18}

{-----BANK BALANCES-----}

DATE (08 JAN 90)

A1 (BANK ONE CHECKING	)	B1 (	133088.33)
A2 (CERTIFICATE OF DEPOSIT #1	)	B2 (	100000.00)
A3 (CERTIFICATE OF DEPOSIT #2	)	B3 (	106805.90)
A4 (FIRST OF AMERICA	)	B4 (	2813.26)
A5 (DELOTTE STATE BANK	)	B5 (	4839.48)
A6 (INDIANA FEDERAL	)	B6 (	9764.99)
A7 (LAFAYETTE NATIONAL BANK	)	B7 (	4178.56)
A8 (	)	B8 (	.00)
A9 (	)	B9 (	.00)
TOTAL		B10 (	361490.52)

FAX MACHINE EXPENSE

FAX INCOME

DeMotte -- 987-2220

Installation of Dedicated Line		120.70	Dec. 89	3.30
Machine & Stand		1725.00		
Paper	Dec. 89 \$44.00	44.00		
Access Charges	Nov. 89 \$22.70	68.10		
	Dec. 89 \$22.70			
	Jan. 90 \$22.70			
Phone Bill	Dec. 89 \$15.98	15.98		
	Rensselaer -- 46 -- \$15.40			
	Misc. -- 2 -- \$.58			
	TOTAL	1973.78		3.30

Rensselaer -- 866-7378

Installation of Dedicated Line		163.02	Dec. 89	3.00
Machine & Stand		1925.00		
Paper	Nov. 89 \$74.00	74.00		
Local Service	Nov. 89 \$37.46	112.90		
	Dec. 89 \$37.98			
	Jan. 90 \$37.46			
Phone Bill	Nov. 89 \$1.18	42.86		
	Misc. -- 2 -- \$1.18			
	Dec. 89 \$30.34			
	DeMotte -- 42 -- \$21.67			
	NIALSA -- 22 -- \$6.99			
	Misc. -- 3 -- \$1.68			
	Jan. 90 \$11.34			
	DeMotte -- 8 -- \$6.54			
	NIALSA -- 15 -- \$4.80			
	TOTAL	2317.78		3.00

Wheatfield -- 956-4808

Installation of Dedicated Line		166.34		
Machine		1625.00		
Paper	Nov. 89 \$44.00	44.00		
Local Service	Nov. 89 \$38.74	116.22		
	Dec. 89 \$38.74			
	Jan. 90 \$38.74			
Phone Bill	Nov. 89 \$1.25	1.25		
	Misc. -- 2 -- \$1.25			
	TOTAL	1952.81		

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301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

31 DEC 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000383	1458	JULIE BRAY	555.07	15 DEC 89	PAYROLL
000384	1468	GLENDA BROWN	365.60	15 DEC 89	PAYROLL
000385	1479	MARK CASSELLO	63.21	15 DEC 89	PAYROLL
000386	1477	LYNN DAUGHERTY	639.01	15 DEC 89	PAYROLL
000387	1465	MARY DUGGLEBY	335.45	15 DEC 89	PAYROLL
000388	1459	CHARLOTTE FAGEN	428.40	15 DEC 89	PAYROLL
000389	1478	DANNY GUNNELLS	977.46	15 DEC 89	PAYROLL
000390	1469	HEIRONIMUS, CHERYL	90.36	15 DEC 89	PAYROLL
000391	1470	ROSE HOWARD	198.84	15 DEC 89	PAYROLL
000392	1471	MAIA KINGMAN	65.67	15 DEC 89	PAYROLL
000393	1472	DIANA KOBY	127.57	15 DEC 89	PAYROLL
000394	1463	JOAN KOPANDA	263.59	15 DEC 89	PAYROLL
000395	01457	MARY K. MARTIN	625.78	15 DEC 89	PAYROLL
000396	1473	RYAN MORELAND	58.33	15 DEC 89	PAYROLL
000397	1480	KRISTIN MORIARTY	46.07	15 DEC 89	PAYROLL
000398	1481	ERICA MURRAY	48.52	15 DEC 89	PAYROLL
000399	1466	KATHLEEN PADGITT	322.95	15 DEC 89	PAYROLL
000400	1467	BONNIE POWELL	262.68	15 DEC 89	PAYROLL
000401	1460	SHARON SCHULENBERG	395.48	15 DEC 89	PAYROLL
000402	1474	EILEEN SPURGEON	73.99	15 DEC 89	PAYROLL
000403	1461	JILL TACHTIRIS	318.81	15 DEC 89	PAYROLL
000404	1475	ELIZABETH THONE	83.09	15 DEC 89	PAYROLL
000405	1464	DIANE WIERS	311.44	15 DEC 89	PAYROLL
000406	1462	CHERYL WITTY	447.78	15 DEC 89	PAYROLL
000407	1476	DANIEL L. WITTY	45.27	15 DEC 89	PAYROLL
000408	1486	JULIE BRAY	555.07	29 DEC 89	PAYROLL
000409	1496	GLENDA BROWN	365.60	29 DEC 89	PAYROLL
000410	1507	MARK CASSELLO	55.87	29 DEC 89	PAYROLL
000411	1505	LYNN DAUGHERTY	639.01	29 DEC 89	PAYROLL
000412	1493	MARY DUGGLEBY	335.45	29 DEC 89	PAYROLL
000413	1487	CHARLOTTE FAGEN	428.40	29 DEC 89	PAYROLL
000414	1506	DANNY GUNNELLS	977.46	29 DEC 89	PAYROLL
000415	1497	HEIRONIMUS, CHERYL	40.20	29 DEC 89	PAYROLL
000416	1498	ROSE HOWARD	215.10	29 DEC 89	PAYROLL
000417	1499	MAIA KINGMAN	65.67	29 DEC 89	PAYROLL
000418	1500	DIANA KOBY	132.79	29 DEC 89	PAYROLL
000419	1491	JOAN KOPANDA	263.59	29 DEC 89	PAYROLL
000420	01485	MARY K. MARTIN	625.78	29 DEC 89	PAYROLL
000421	1501	RYAN MORELAND	59.55	29 DEC 89	PAYROLL
000422	1508	KRISTIN MORIARTY	50.97	29 DEC 89	PAYROLL
000423	1509	ERICA MURRAY	55.87	29 DEC 89	PAYROLL
000424	1494	KATHLEEN PADGITT	322.95	29 DEC 89	PAYROLL
000425	1495	BONNIE POWELL	262.68	29 DEC 89	PAYROLL
000426	1488	SHARON SCHULENBERG	395.48	29 DEC 89	PAYROLL
000427	1502	EILEEN SPURGEON	73.99	29 DEC 89	PAYROLL
000428	1489	JILL TACHTIRIS	318.81	29 DEC 89	PAYROLL
000429	1503	ELIZABETH THONE	93.66	29 DEC 89	PAYROLL
000430	1492	DIANE WIERS	311.44	29 DEC 89	PAYROLL

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301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

31 DEC 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000431	1490	CHERYL WITTY	447.78	29 DEC 89	PAYROLL
000432	1504	DANIEL L. WITTY	97.75	29 DEC 89	PAYROLL
008806	1482	INDIANA DEFERRED COMPENSATIO	115.00	15 DEC 89	WITHHELD FROM 15 DEC 89 PAYR
008807	01483	NATIONAL BOND & TRUST COMPAN	61.33	15 DEC 89	BONDS PURCHASED FROM 15 DEC
008808	01484	BANK ONE	2443.08	15 DEC 89	FICA & FED TAX WITHHELD 15 D
0008809	1510	VAN RENSSELAER SCHOOL	190.00	11 DEC 89	STRICKER PROGRAM
008810	01511	INDIANA DEFERRED COMPENSATIO	115.00	29 DEC 89	WITHHELD FROM 29 DEC 89 PAYR
008811	01512	NATIONAL BOND & TRUST COMPAN	61.33	29 DEC 89	BONDS PURCHASED 29 DEC 89 PA
008812	01513	BANK ONE	2456.31	29 DEC 89	FICA & FED TAXES WITHHELD 29

--TOTAL AMOUNT OF CLAIMS-- 19783.39

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 19783.39. Dated 08 JAN 90.

_____	_____
_____	_____
_____	_____
_____	_____

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301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 JAN 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008813	01514	IND. DEPARTMENT OF REVENUE	782.95	08 JAN 90	STATE & COUNTY TAX WITHHELD
008814	01515	CITY OF RENSSELAER	483.48	08 JAN 90	RENSSELAER UTILITIES & ALARM
008815	01516	NIPSCO	507.49	08 JAN 90	DEMOTTE UTILITIES
008816	01517	NORTHWESTERN INDIANA TELEPHO	81.80	08 JAN 90	DEMOTTE TELEPHONE
008817	01518	UNITED TELEPHONE COMPANY	371.96	08 JAN 90	RENSSELAER TELEPHONE
008818	01519	A AND R NEWS AGENCY	9.95	08 JAN 90	NEWSPAPER -- RENSSSELAER
008819	01520	A.E. BOYCE CO., INC.	119.82	08 JAN 90	PURCHASE ORDERS
008820	01521	BAKER & TAYLOR	1001.25	08 JAN 90	LEASE PLAN BOOKS
008821	01522	BAKER & TAYLOR	12.36	08 JAN 90	BOOKS
008822	01523	BELSTA MILLING COMPANY INC.	27.16	08 JAN 90	ICE MELTING SALT -- DEMOTTE
008823	01524	BRODART CO.	160.25	08 JAN 90	SYSDAC TAPE
008824	01525	CHEERFUL EARFULS	11.95	08 JAN 90	RECORD
008825	01526	CENTURY INSURANCE AGENCY, IN	36.00	08 JAN 90	ADDITIONAL WORKMEN'S COMP IN
008826	01527	COAST TO COAST	22.53	08 JAN 90	VARNISH SUPPLIES & KEYS -- R
008827	01528	CONGRESSIONAL QUARTERLY INC.	457.00	08 JAN 90	SUBSCRIPTION -- RENSSSELAER
008828	01529	LYNN DAUGHERTY	60.15	08 JAN 90	MILEAGE & VARNISH--RENSSELAER
008829	01530	DAVIDSON TITLES INC.	101.17	08 JAN 90	BOOKS
008830	01531	DEMCO	29.70	08 JAN 90	CATALOG CARD PROTECTORS--DEM
008831	01532	DEMOTTE VIDEO BARN, INC.	10.00	08 JAN 90	VIDEOCASSETTE
008832	01533	DYKE'S ELECTRIC INC.	135.40	08 JAN 90	SERVICE CALL & INSTALL OUTLE
008833	01534	EDUCATION RECORD CENTER	14.95	08 JAN 90	CASSETTE
008834	01535	BARB FERNANDZ	90.00	08 JAN 90	SNOW SHOVELING -- DEMOTTE
008835	01536	BRAD HANSEN	100.00	08 JAN 90	SNOW REMOVAL -- DEMOTTE
008836	01537	HARVEY'S	35.05	08 JAN 90	LIBRARY, JANITORIAL, & OFFIC
008837	01538	HERITAGE OFFICE PRODUCTS, IN	709.45	08 JAN 90	OFF.SUP.,CALCULATOR,COPY PAP
008838	01539	INDINAPOLIS NEWSPAPERS INC.	78.00	08 JAN 90	SUBSCRIPTION--RENSSELAER
008839	01540	INFORMATION ACCESS COMPANY	1682.00	08 JAN 90	SUBSCRIPTION--RENSSELAER
008840	01541	INGRAM	275.15	08 JAN 90	VIDEOCASSETTES
008841	01542	GALE RESEARCH INC.	70.90	08 JAN 90	BOOKS
008842	01543	MACMILLAN PUBLISHING CO.	325.83	08 JAN 90	BOOKS
008843	01544	MARKET DATA RETRIEVAL	46.00	08 JAN 90	BOOKS
008844	01545	MARSHALL CAVENDISH CORPORATI	31.70	08 JAN 90	BOOKS
008845	01546	MITCHELL	255.00	08 JAN 90	BOOKS
008846	01547	MOVING IMAGE PRODUCTIONS	41.95	08 JAN 90	VIDEOCASSETTE
008847	01548	MUSIC WHOLESALERS	6.73	08 JAN 90	RECORDINGS
008848	01549	ASSOCIATED LIBRARIES, INC.	144.57	08 JAN 90	BOOKS
008849	01550	NATIONAL GEOGRAPHIC SOCIETY	11.50	08 JAN 90	BOOKS
008850	01551	NIALSA	35.00	08 JAN 90	REG.FOR KOPANDA & ADD'L REG.
008851	01552	DOMS DISPOSAL SERVICE INC.	11.50	08 JAN 90	TRASH PICK-UP--DEMOTTE
008852	01553	POSTMASTER GENERAL	375.00	08 JAN 90	POSTAGE
008853	01554	R W POOL CO., INC.	21.29	08 JAN 90	PAPER TOWELS -- DEMOTTE
008854	01555	R.R. BOWKER	50.00	08 JAN 90	SUBSCRIPTION -- DEMOTTE
008855	01556	RAND MCNALLY & COMPANY	239.00	08 JAN 90	BOOKS
008856	01557	STANDARD & POOR'S CORP.	498.00	08 JAN 90	BOOKS
008857	01558	JILL TACHTIRIS	20.00	08 JAN 90	PROF. MEETING REGISTRATION
008858	01559	TEETERS CULLIGAN	24.90	08 JAN 90	COOLER RENTAL RENSSSELAER & W
008859	01560	WALLMANN'S	6.75	08 JAN 90	JANITORIAL SUPPLIES -- RENSS

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----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

08 JAN 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008861	01562	CHERYL A. WITTY	14.45	08 JAN 90	DEMOTTE PETTY CASH
008862	01563	BRANDY'S LOCK & KEY SHOP	125.00	08 JAN 90	OPEN SAFE AT RENSSELAER
008863	01564	BIERMA HARDWARE	11.87	08 JAN 90	ICE MELT -- WHEATFIELD
008864	01565	UNITED TELEPHONE COMPANY	119.46	08 JAN 90	WHEATFIELD TELEPHONE
008865	01566	NIPSCO	918.22	08 JAN 90	WHEATFIELD UTILITIES
008866	01567	SECURITY COURIERS, INC.	330.00	08 JAN 90	TRANSPORT BETWEEN BRANCHES
--TOTAL AMOUNT OF CLAIMS--			11150.37		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 11150.37. Dated 08 JAN 90.

_____	_____
_____	_____
_____	_____
_____	_____

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[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

December 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	48	71	20
Received	38	55	15
Outstanding	10	16	5
INTRALIBRARY LOANS			
Filled	38	25	47
REGISTRATION			
Borrowers added			
Resident	120	103	58
Non-resident			
fee	5		
Expired cards	101	34	19
Total Registered	12352		
REFERENCE QUESTIONS			
Telephone			
Directional	36	48	37
Reference	83	136	83
In-person			
Directional	81	21	115
Reference	148	307	164
Total	348	512	399
LOCAL HISTORY			
In person	6		
Microfilms used	3		
Letters			

	Annual Salary	Hourly Wage	Hours Worked	Pays:24
Bray, Julie	18408	8.85	40	767
Brown, Glenda	11898	5.72	40	496
Cassello, Mark	437	3.35	10	76
	1482	3.80	10after 4/1	82
Daugherty, Lynn	32000	15.38	40	1333.33
Duggleby, Mary	10920	5.25	40	455
Eisert, Debra	22700	10.91	40	946
Fagen, Charlotte	13500	6.49	40	563
Gunnells, Danny	30987.60	15.02	40	1291.15
Heironimus, Cheryl	459	3.53	10	77
	1541	3.95	10	86
Howard, Rose	5200	5.00	20	217
Kingman, Maia	574	3.53	12.5	96
	1926	3.95	12.5after 4/1	107
Kooy, Diana	4152	4.99	16	173
Kopanda, Joan	8400	5.04	32	350
Martin, Mary K.	23000	11.05	40	958.33
Moreland, Ryan	459	3.53	10	77
	1541	3.95	10after 4/1	86
Moriarty, Kristin	437	3.35	10	76
	1482	3.80	10after 4/1	82
Murray, Erica	437	3.35	10	76
	1482	3.80	10after 4/1	82
Nadgitt, Kathleen	10483	5.04	40	437
Powell, Bonnie	7862	5.04	30	328
Schulenberg, Sharo	14487	7.96	35	604
Spurgeon, Eileen	2016	4.20	10	84
Tachtiris, Jill	12854	6.18	40	536
Thone, Betty	3494	4.20	16	146
Wiers, Diane	10483	5.04	40	437
Witty, Cheryl	14664	8.80	32	611
Witty, Dan	5200	5.00	20	217
TOTAL	210485			

Barbara Lestua

Robert Souza

Miriam Sawyer

Mary Linda Carey

Marge Hohner

William D. Doty

Unfilled Positions 1990

DeMotte/Wheatfield Librarian. Salary: \$22,000

Will work 3 days at DeMotte, 2 days at Wheatfield

Clerk: DeMotte. 32 hours per week. Salary: \$7156 (\$4.30 per hour)

Clerk: Rensselaer. 20 hours per week. Salary: \$4472 (\$4.30 per hour)

Would work in the children's room to allow K. Padgitt to work full time in Technical Services with M.K. Martin.

This solution to our staffing problems would relieve the understaffing problem at DeMotte, while also allowing the DeMotte children's librarian to assist Wheatfield in planning and carrying out their children's programs. It would also add extra help in the Technical Services Department where it is desperately needed.

Total expenditure for salaries (exclusive of the Director's salary):
\$244,313.

Total amount budgeted for salaries (exclusive of the Director's salary):
\$244,795.

Because these positions will not be filled on January 1, 1990, there will be enough money in the budget to add help at Wheatfield if increased circulation warrants it at a later date.

FEB.

AGENDA.....February 12, 1990

1. LOM Feasibility Study: Final Report and Recommendations
2. Organization as Board of Finance
3. Bills/Financial Statements
 - 3.1 Bills to be allowed
 - 3.2 Financial reports
 - 3.3 Report on previous end of year balances
 - 3.4 Report on untransferred 1989 LIRF funds
 - 3.5 CD maturation & reinvestment
 - 3.6 Transfer of remaining BIRF #1 funds (\$713.74) into Library Operating Fund
4. Circulation and Annual Reports
5. Director's Report
6. Report on insurance bids and options
7. Jasper Co. Business Directory & Guide--Library Advertisement
8. Indiana Library Film & Video Service: Subscription to the service in conjunction with Lowell Public Library
9. Miscellaneous business
10. Adjournment

Minutes.....	January 8, 1990
Jasper County Public Library	Rensselaer Library
Board of Trustees meeting	7:00 PM

Present: Board members Wilbur Doty, Bob Souza, Mary Linda Casey, Miriam Lawyer, Wanda Stewart, Barbara Leestma, and Marge Hohner. Staff members: Lynn Daugherty, Assistant Director; Cheryl Witty, Administrative Assistant.

The minutes were approved following a motion by M.L. Casey, seconded by M. Hohner. It was decided that one copy of all board papers from the previous year would be available for reference at all board meetings.

The resignation of Danny Gunnells was accepted by the board on a motion by Bob Souza, seconded by Marge Hohner. Lynn Daugherty, Assistant Director, was then asked if she would be interested in the job. Receiving an affirmative response, the Board voted to employ her as Director of the Jasper County Public Library on a motion by Bob Souza, seconded by M. L. Casey.

The Board, noting that they had not been directed to transfer the \$50,000 in the Operating Fund for LIRF to the LIRF Fund, instructed the new Director to contact the State Board of Tax Commissioners to investigate the possibility of a late transfer.

The Board requested a more simplified financial report, one sheet showing the balance in each fund, one showing bank balances and one showing monthly receipts.

The bills, payroll and financial statements were approved on a motion by M.L. Casey, seconded by W. Stewart.

The Board instructed the Director to begin publicizing the FAX service which the library offers.

The Director noted the need for a better evaluation process for the Director and stated her intent to work on this for presentation to the Board at a later date.

After a discussion of a proposed change from a 24 payroll year to a 26 payroll year, the Board decided to remain on a 24 pay schedule on a motion by M. Lawyer, seconded by B. Souza.

A discussion of the proposed salary schedule resulted in the approval of the attached schedule of salaries, on a motion by M. L. Casey, seconded by B. Leestma.

B. Souza's reappointment to the Library Board by the County Council was noted.

The Director reported that 100% of the staff to be covered by PERF voted in favor of PERF enrollment.

The Board requested that discussion of insurance bids be tabled at least until the February meeting. The Board was informed that LDM would be making their final presentation on the Feasibility Study at the February meeting.

The Director was instructed to obtain Public Official bonds for M. Lawyer, D. Eisert, C. Witty, herself and, later, the person who would be employed as branch librarian for DeMotte and Wheatfield.

W. Doty then made standing committee appointments for 1990 as follows:

Evaluation of Director: W. Stewart, B. Souza
Budget & Bylaws: B. Leestma, W. Doty
Policy Review: M.L. Casey, M. Hohner

A January 12th vacation day was approved for L. Daugherty. The Board also approved sending M.K. Martin and L. Daugherty to Chicago to a PLA workshop on Library Automation on March 22-23.

It was decided that the papers pertaining to the Rensselaer Library which were found in the old safe should be put in the lock box for safekeeping. The Milroy papers from the safe should be stored in the fireproof file cabinet until cataloged and put with the other Milroy papers in the display case.

A discussion about moving board meetings to the first Monday of the month followed. A decision was postponed until the Board is certain this will not result in any late charges for utility bills which could no longer be paid on time.

The Board determined that no need exists for changing locks on library doors.

The Board expressed concern that while bonds have been purchased for three staff members to become notaries, seals are not yet in hand and the service has not yet been offered to the public. The Director was asked to expedite this matter.

A motion to appoint L. Daugherty as the library's representative to INCOLSA and NIALSA was made by M.L. Casey, seconded by M. Hohner, and approved.

M. Hohner moved to adjourn the meeting at 9:40 PM. B. Souza seconded the motion.

CIRCULATION STATISTICS

	RENSSELAER					DEMOTTE					WHEATFIELD								
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C				
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I				
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R				
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C				
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U				
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L				
JAN. 1990	E		E		ATION	E		E		ATION	E		E		ATION				
XX																			
ADULT BOOKS																			
Fiction	43		28		42	42		1176		55	55	1	1	932	34	34		656	
Non-Fiction	43		41		8	7		1411		83	73	8	8	1282	53	47		666	
Paperbacks								458						642				313	
CHILDREN'S BK																			
Fiction	158		157		20	20		2095		59	59	1	1	1699	58	58		980	
Non-fiction	91		89		17	17		1094		79	79			671	48	48		252	
FILMSTRIPS																			
																		1	
MAGAZINES																			
Adult								484				1	1	793			1	1	363
Children								24											
MAPS, PRINTS, PROJECTORS...																			
								9										17	
SOUND RECORDINGS																			
	2		2		2	2		162						95				60	
PAMPHLETS																			
	96		96					249						69			1	1	12
VHS's																			
					1	1		609						657	40	40		694	
SOFTWARE																			
					1	1		78										182	
XX																			
TOTAL	433		413		91	90		7849		276	266	11	11	6840	233	227	2	2	4196
PERCENT																			
Increase								16%											17%
Decrease														-3%					
TOTAL VOLUMES OWNED																			
TOTAL TITLES OWNED																			
XX																			
MONTHLY SYSTEM STATISTICS																			
Circulation								17393						18885	9%				
Daily Average																			
January to date								17393						18885					
Total Circulation																			
Rensselaer	day													302					
DeMotte	day													263					
Wheatfield	day													161					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

January 1990	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	37	56	6
Received	29	45	5
Outstanding	8	11	1
INTRALIBRARY LOANS			
Filled	54	37	70
REGISTRATION			
Borrowers added			
Resident	53	40	25
Non-resident	2		
fee			
Expired cards	91	41	10
Total Registered	12328		
REFERENCE QUESTIONS			
Telephone			
Directional	55	10	108
Reference	132	545	170
In-person			
Directional	126	56	165
Reference	233	166	272
Total	546	777	715
LOCAL HISTORY			
In person	10		
Microfilms used	13		
Letters	3		

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

OPERATING FUND		12 FEB 90		CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION	% SPEN1
ACNT #	DESCRIPTION	ANNUAL	CHANGE TO	DISBURSMENTS	DISBURSMENTS	DISBURSMENTS	APPROPRIATION	% SPEN1
		APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	YEAR-TO-DATE	Y-T-D	Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	3915.63	3915.63	30584.37	11%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	17895.00	17895.00	217900.00	8%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	814.58	814.58	8185.42	9%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1730.86	1730.86	18069.14	9%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	47.13	47.13	1952.87	2%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	.00	15000.00	0%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	.00	19000.00	0%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	125.75	624.25	17%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	47.71	55.06	3194.94	2%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	101.77	190.68	3708.32	5%
2.22	FUEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00	0%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	55.48	694.52	7%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	.00	250.00	0%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	163.95	380.65	7619.35	5%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	.00	239.40	1760.60	12%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	5800.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	.00	.00	3500.00	0%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	357.50	687.50	312.50	69%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	315.00	440.00	560.00	44%
3.21	TELEPHONE	9000.00	.00	9000.00	606.59	1179.81	7820.19	13%
3.22	POSTAGE	3000.00	.00	3000.00	.00	375.00	2625.00	13%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	104.00	140.00	5860.00	2%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	420.00	475.00	6775.00	7%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	105.80	105.80	894.20	11%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	260.00	260.00	740.00	26%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	250.00	286.00	6714.00	4%
3.51	GAS	7000.00	.00	7000.00	750.16	1670.97	5329.01	24%
3.52	ELECTRICITY	18000.00	.00	18000.00	950.16	1792.36	16207.64	10%
3.53	WATER	500.00	.00	500.00	40.04	50.38	449.62	10%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	15.82	31.64	468.36	6%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	903.94	1039.34	3460.66	23%
3.62	EQUIPMENT	1000.00	.00	1000.00	77.00	77.00	923.00	8%
3.72	EQUIPMENT	1000.00	.00	1000.00	77.90	102.80	897.20	10%
3.91	DUES	800.00	.00	800.00	120.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	1277.12	2023.03	4976.97	29%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	.00	.00	500.00	0%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	3004.15	3037.40	8962.60	25%
4.51	BOOKS	115000.00	.00	115000.00	1194.11	3339.94	111660.06	3%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	2476.96	4753.91	10746.09	31%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	.00	19.69	12480.31	.2%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	10084.50	10675.95	8747.23	55%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	71.22	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	53978.60	64346.02	571352.20	10%

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for FEBRUARY 12, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	160592.94	3141.33	53978.60	109755.67
 Gift Funds				
DeMotte	2537.50	349.00	597.58	2288.92
Rensselaer	322.22	75.00	29.02	368.20
Wheatfield	1300.62	20.00	0.00	1320.62
 Bond and Interest Funds				
DeMotte	713.74	0.00	0.00	713.74
Wheatfield	-36373.32	0.00	0.00	-36373.32
 LIRF Fund	25362.24	0.00	0.00	25362.24
 Investments				
Operating Fund	99196.64	0.00	0.00	99196.64
LIRF Fund	57609.26	0.00	0.00	57609.26
Wheatfield Bond Fund	50000.00	0.00	0.00	50000.00
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 P.E.R.F.	0.00	0.00	-606.77	606.77
Reserve for Insurance	108.68	0.00	-54.34	163.02
 TOTAL ALL FUNDS	361490.52	3585.33	53944.09	311131.76

RECEIPT BREAKDOWN FOR
FEBRUARY 12, 1990

FINES..... 1255.02

DeMotte	418.35
Rensselaer	603.77
Wheatfield	232.90

PHOTOCOPIES..... 699.93

DeMotte	326.55
Rensselaer	238.73
Wheatfield	134.65

CARDS..... 48.00

DeMotte	25.50
Rensselaer	21.50
Wheatfield	1.00

INTEREST..... 980.38

GIFT FUNDS..... 444.00

DeMotte	349.00
Rensselaer	75.00
Wheatfield	20.00

INDIANA ARTS COMMISSION -- Program Grant..... 158.00

TOTAL AMOUNT OF RECEIPTS..... 3585.33

{-----BANK BALANCES-----}
DATE {12 FEB 90}

A1 {BANK ONE CHECKING	}	B1 {	80958.89}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	106805.90}
A4 {FIRST OF AMERICA	}	B4 {	3213.88}
A5 {DEMOTTE STATE BANK	}	B5 {	6000.60}
A6 {INDIANA FEDERAL	}	B6 {	9952.05}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4200.44}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10{	311131.76}

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301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 FEB 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000433	1572	JULIE BRAY	544.01	15 JAN 90	PAYROLL
000434	1582	GLENDA BROWN	368.26	15 JAN 90	PAYROLL
000435	1594	MARK CASSELLO	88.14	15 JAN 90	PAYROLL
000436	1591	LYNN DAUGHERTY	881.72	15 JAN 90	PAYROLL
000437	1579	MARY DUGGLEBY	339.57	15 JAN 90	PAYROLL
000438	1597	DEBRA EISERT	683.03	15 JAN 90	PAYROLL
000439	1573	CHARLOTTE FAGEN	459.06	15 JAN 90	PAYROLL
000440	1593	DANNY GUNNELLS	1621.35	15 JAN 90	PAYROLL
000441	1583	HEIRONIMUS, CHERYL	96.11	15 JAN 90	PAYROLL
000442	1584	ROSE HOWARD	183.60	15 JAN 90	PAYROLL
000443	1592	DAWN JONES	41.25	15 JAN 90	PAYROLL
000444	1585	MAIA KINGMAN	68.59	15 JAN 90	PAYROLL
000445	1586	DIANA KOBY	128.72	15 JAN 90	PAYROLL
000446	1577	JOAN KOPANDA	266.12	15 JAN 90	PAYROLL
000447	01571	MARY K. MARTIN	655.82	15 JAN 90	PAYROLL
000448	1587	RYAN MORELAND	29.46	15 JAN 90	PAYROLL
000449	1595	KRISTIN MORIARTY	53.93	15 JAN 90	PAYROLL
000450	1596	ERICA MURRAY	68.59	15 JAN 90	PAYROLL
000451	1580	KATHLEEN PADGITT	325.31	15 JAN 90	PAYROLL
000452	1581	BONNIE POWELL	265.38	15 JAN 90	PAYROLL
000453	1574	SHARON SCHULENBERG	398.29	15 JAN 90	PAYROLL
000454	1588	EILEEN SPURGEON	73.88	15 JAN 90	PAYROLL
000455	1575	JILL TACHTIRIS	396.24	15 JAN 90	PAYROLL
000456	1589	ELIZABETH THONE	79.44	15 JAN 90	PAYROLL
000457	1578	DIANE WIERS	313.18	15 JAN 90	PAYROLL
000458	1576	CHERYL WITTY	452.01	15 JAN 90	PAYROLL
000459	1590	DANIEL L. WITTY	95.65	15 JAN 90	PAYROLL
000460	1599	JULIE BRAY	544.01	31 JAN 90	PAYROLL
000461	1609	GLENDA BROWN	368.26	31 JAN 90	PAYROLL
000462	1619	MARK CASSELLO	53.93	31 JAN 90	PAYROLL
000463	1618	LYNN DAUGHERTY	881.72	31 JAN 90	PAYROLL
000464	1606	MARY DUGGLEBY	339.57	31 JAN 90	PAYROLL
000465	1622	DEBRA EISERT	683.03	31 JAN 90	PAYROLL
000466	1600	CHARLOTTE FAGEN	459.06	31 JAN 90	PAYROLL
000467	1610	HEIRONIMUS, CHERYL	73.24	31 JAN 90	PAYROLL
000468	1611	ROSE HOWARD	203.67	31 JAN 90	PAYROLL
000469	1612	MAIA KINGMAN	77.03	31 JAN 90	PAYROLL
000470	1613	DIANA KOBY	68.03	31 JAN 90	PAYROLL
000471	1604	JOAN KOPANDA	266.12	31 JAN 90	PAYROLL
000472	1598	MARY K. MARTIN	655.82	31 JAN 90	PAYROLL
000473	1614	RYAN MORELAND	51.28	31 JAN 90	PAYROLL
000474	1620	KRISTIN MORIARTY	68.59	31 JAN 90	PAYROLL
000475	1621	ERICA MURRAY	35.35	31 JAN 90	PAYROLL
000476	1607	KATHLEEN PADGITT	325.31	31 JAN 90	PAYROLL
000477	1608	BONNIE POWELL	265.38	31 JAN 90	PAYROLL
000478	1601	SHARON SCHULENBERG	398.29	31 JAN 90	PAYROLL
000479	1615	EILEEN SPURGEON	77.57	31 JAN 90	PAYROLL
000480	1616	JILL TACHTIRIS	396.24	31 JAN 90	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000481	1616	ELIZABETH THONE	123.53	31 JAN 90	PAYROLL
000482	1605	DIANE WIERS	313.18	31 JAN 90	PAYROLL
000483	1603	CHERYL WITTY	452.01	31 JAN 90	PAYROLL
000484	1617	DANIEL L. WITTY	194.54	31 JAN 90	PAYROLL
008867	01568	BANK ONE	3522.57	15 JAN 90	FICA & FED TAX WITHHELD 15 J
008868	01569	INDIANA DEFERRED COMPENSATIO	115.00	15 JAN 90	WITHHELD FROM 15 JAN 90 PAYR
008869	01570	NATIONAL BOND & TRUST COMPAN	36.33	15 JAN 90	BONDS PURCHASED 15 JAN 90
008870	1623	INDIANA DEFERRED COMPENSATIO	115.00	31 JAN 90	WITHHELD FROM 31 JAN 90 PAYR
008871	01624	NATIONAL BOND & TRUST COMPAN	36.33	31 JAN 90	BONDS PURCHASED - 31 JAN 90
008872	01625	BANK ONE	2570.28	31 JAN 90	FICA & FED TAX WITHHELD - 31
008873	01626	IND. DEPARTMENT OF REVENUE	947.98	31 JAN 90	STATE & COUNTY TAX WITHHELD
008874	01627	INDIANA DEPT. OF EMPLOYMENT	47.13	31 JAN 90	QUARTERLY UNEMPLOYMENT CONTR
008875	01628	NILBA DINNER -- EAST CHICAGO	60.00	31 JAN 90	NILBA MTG. 02/01/90
008876	01629	A AND R NEWS AGENCY	9.95	12 FEB 90	NEWSPAPER
008877	01630	AT&T	70.36	12 FEB 90	DEMOTTE LONG DISTANCE TELEPH
008878	01631	ACE HARDWARE	20.52	12 FEB 90	JANITORIAL SUPPLIES-DEMOTTE
008879	01632	AMERICAN LIBRARY ASSOCIATION	280.00	12 FEB 90	REGISTRATION FOR MARTIN & EI
008880	01633	BAKER & TAYLOR	527.58	12 FEB 90	BOOKS
008881	01634	BAKER & TAYLOR	8907.91	12 FEB 90	BOOKS
008882	01636	BAKER & TAYLOR	600.75	12 FEB 90	BOOK LEASING PROGRAM
008883	01637	JULIE GRAY	8.80	12 FEB 90	MILEAGE
008884	01638	BRODART CO.	80.90	12 FEB 90	SYSDAC TAPE
008885	01639	CHAMBER OF COMMERCE	50.00	12 FEB 90	MEMBERSHIP RENEWAL
008886	01640	CHILDRENS PRESS	103.85	12 FEB 90	BOOKS
008887	01641	CHILTON BOOK COMPANY	162.80	12 FEB 90	BOOKS
008888	01642	CITY OF RENSSELAER	508.94	12 FEB 90	RENSSELAER UTILITIES
008889	01643	CONSOLIDATED INSURANCE AGENC	260.00	12 FEB 90	BONDS
008890	01644	LYNN DAUGHERTY	85.20	12 FEB 90	MILEAGE & SAFETY DEPOSIT BOX
008891	01645	DAVIDSON TITLES INC.	22.52	12 FEB 90	BOOKS
008892	01646	DEMCO	37.26	12 FEB 90	FINE SLIPS
008893	01647	DEMOTTE OFFICE SUPPLY	49.90	12 FEB 90	NOTARY SEALS FOR DEMOTTE & W
008894	01648	DAVID DEVRIES	50.00	12 FEB 90	ASSEMBLING SHELVING AT DEMOT
008895	01649	HARVEY'S	18.02	12 FEB 90	CHILDREN'S ROOM CRAFT SUPPLI
008896	01650	HERITAGE OFFICE PRODUCTS, IN	3676.43	12 FEB 90	SUPPLIES & EQUIPMENT
008897	01651	HIGHSMITH CO. INC.	597.58	12 FEB 90	SHELVING FOR DEMOTTE
008898	01653	HOTHO & CO	24.64	12 FEB 90	AUDIO CASSETTES
008899	01654	PHILIP HOWARD	10.00	12 FEB 90	CHANGE OUTSIDE LIGHT BULBS
008900	01655	INCOLSA	50.00	12 FEB 90	MEMBERSHIP DUES FOR 1990
008901	01656	INCOLSA	60.00	12 FEB 90	REGISTRATION FOR DEWEY 20 WD
008902	01657	INDIANA GAME & FISH MAGAZINE	11.95	12 FEB 90	SUBSCRIPTION -- WHEATFIELD
008903	01658	INDIANA HISTORICAL SOCIETY	20.00	12 FEB 90	MEMBERSHIP DUES FOR 1990
008904	01659	INGRAM	46.58	12 FEB 90	VIDEOCASSETTES
008905	01660	K.V.ELECTRIC	218.90	12 FEB 90	REPAIR LIGHTS & INSTALL OUTL
008906	01661	KANKAKEE VALLEY POST NEWS	7.20	12 FEB 90	AD FOR JOB OPENING--DEMOTTE
008907	01662	KANKAKEE VALLEY HIGH SCHOOL	60.00	12 FEB 90	ADVERTISEMENT IN VALLEY VOIC
008908	01663	THE L.O.M. CORPORATION	5800.00	12 FEB 90	FEASIBILITY STUDY FOR DEM &
008909	01664	MARSHALL CAVENDISH CORPORATI	202.00	12 FEB 90	BOOKS
008910	01665	MARY K. MARTIN	40.00	12 FEB 90	MILEAGE

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 301 N. VAN RENSSELAER STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008911	01666	MOOLENAAR & HUGHES	305.00	12 FEB 90	LAWN CARE CONTRACTS AT DEMOT
008912	01667	ECONO-CLAD BOOKS	697.94	12 FEB 90	BOOKS
008913	01668	NEWSBANK	2229.86	12 FEB 90	NEWSBANK SUBSCRIPTION 7/90 -
008914	01669	NIPSCO	511.69	12 FEB 90	DEMOTTE UTILITIES
008915	01670	NORTHWESTERN INDIANA TELEPHO	78.44	12 FEB 90	DEMOTTE TELEPHONE
008916	01671	OOMS DISPOSAL SERVICE INC.	11.50	12 FEB 90	TRASH PICK-UP--DEMOTTE
008917	01672	PITTSBURGH THEOLOGICAL SEMIN	5.00	12 FEB 90	COPIES
008918	01673	POSTMASTER	17.00	12 FEB 90	P.O. BOX RENTAL -- WHEATFIEL
008919	01674	QUALITY BOOKS INC.	33.89	12 FEB 90	BOOKS
008920	01675	R W POOL CO., INC.	47.29	12 FEB 90	JANITORIAL SUPPLIES -- DEMOT
008921	01676	RENSSELAER REPUBLICAN	38.60	12 FEB 90	ADS FOR JOB OPENINGS
008922	01677	SILVER BURDETT PRESS	48.39	12 FEB 90	BOOKS
008923	01678	TEETERS CULLIGAN	60.60	12 FEB 90	WATER COOLER RENTAL & WATER
008924	01679	UNITED TELEPHONE COMPANY	590.71	12 FEB 90	RENS. TELEPHONE & NEW PHONE-
008925	01680	UPSTART	27.77	12 FEB 90	BOOKMARKS -- DEMOTTE
008926	01681	VAN RENSSELAER SCHOOL	310.00	12 FEB 90	RUTH DOWELL PROGRAM COSPONGO
008927	01682	VAN STRICKLIN	27.00	12 FEB 90	VCR CLEANING & CHECK UP
008928	01683	THE VIDETTE MESSENGER	82.20	12 FEB 90	SUBSCRIPTION -- WHEATFIELD
008929	01684	THE WALL STREET JOURNAL	129.00	12 FEB 90	SUBSCRIPTION -- DEMOTTE
008930	01685	WALLMANN'S	33.96	12 FEB 90	JANITORIAL SUP.--RENSSELAER
008931	01686	ZOOBOOKS	14.00	12 FEB 90	SUBSCRIPTION -- CHILDREN'S R
008932	01687	CONSOLIDATED INSURANCE AGENC	250.00	12 FEB 90	BOILER & MACHINERY RENEWAL--
008933	01688	STANLEY STEEMER	675.04	12 FEB 90	CARPET CLEANING AT DEMOTTE
008934	01690	NIPSCO	705.85	12 FEB 90	WHEATFIELD UTILITIES
008935	01691	INCOLSA	20.00	12 FEB 90	REGISTRATION FOR DAUGHERTY
008936	01692	UNITED TELEPHONE COMPANY	115.33	12 FEB 90	WHEATFIELD TELEPHONE
008937	01693	SECURITY COURIERS, INC.	357.50	12 FEB 90	TRANSPORT BETWEEN LIBRARIES
008938	01694	MARY LINDA CASEY	37.90	12 FEB 90	TELEPHONE CHARGES FOR LIBRAR

--TOTAL AMOUNT OF CLAIMS-- 53944.09

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 53944.09. Dated 12 FEB 90.

SALARIES 1990: ADDENDA

	Annual	Hourly	Hrs Worked	Per Pay
PAULA BAUGH	\$4042	\$4.30	20	\$184
RENEE CARR	\$7156	\$4.30	32	\$298.14

William D. Poth
Robert Souza
Miriam Sawyn
Subra Lustma

Marge Hahner

DIRECTOR'S REPORT.....JANUARY 1990

Meetings attended: Management Staff Meeting

Staff Meetings (2)

Processing Party

Media Minds

NILBA--East Chicago

LSCA--Indianapolis

PERF--Indianapolis

....Purchased new copier for Rensselaer Library

....Completed annual report

....Newsbank is now operational

....Bonnie Powell, Mary Duggleby & Cookie Kopanda are operating as
notaries

....Charlotte Fagen, Sharon Schulenberg & Mary Duggleby are available
to register voters

....New staff: Paula Baugh, 20 hrs. per week technical services clerk,
Rensselaer

Renee Carr, 32 hrs per wk tech. services/circulation
clerk at DeMotte

....FAX services, voter registration & notary service publicized
along with other services) in local newspapers & radio stations

....Final grant report sent for George Schricker program (Nov. 29,89)

....Several calls to Don Campbell, State Board of Accounts to clarify
financial procedures

....Worked at DeMotte 2 days (plus 2 hours), Wheatfield --one day.

....Several calls to Bill Moriarty concerning legal matters

INDIANA LIBRARY FILM & VIDEO SERVICE

1100 W. 42nd Street, Rm. 224 • Indianapolis, IN 46208 • 317/923-9352

January 12, 1990

Virginia Maravilla, Director
Lowell Public Library
250 N. Fremont St.
Lowell, In. 46356

Dear Ms. Maravilla:

Thank you very much for your inquiry about our video circuit. As requested I have enclosed a copy of our brochure and a list of the tapes owned by the service.

As we discussed, it is possible to combine both the split payment option and the shared package option. A copy of the guidelines for these options is also enclosed.

Payment for the 1990 video year is due by March 1, 1990. In order to allow time for the necessary paperwork and processing, we must know about membership and receive payment by this date.

Please do not hesitate to call if you have any additional questions about our services. We will be offering a books-on-tape and a compact disc circuit starting in 1991; more details on these services will be released at the ILA convention in May.

It would be a pleasure to provide video service to your library and community - I hope to hear from you soon.

Sincerely,



Connie A. Patsiner, Executive Director

NEWS RELEASE * NEWS RELEASE * NEWS RELEASE * NEWS RELEASE

The Indiana Library Film and Video Service Executive Committee is pleased to announce the following new options for prospective video members:

1. Joint package ownership with one owner-of-record. Two or more libraries can purchase a membership jointly, with initiation fees and dues split between them. ILFVS would contract with only one library; details of the arrangement between libraries would be established by these libraries based on guidelines established by ILFVS.
2. Split payment. The total of the dues and the initial fee for the first two years of membership is currently \$4,000.00. A member would contract for two equal payments of \$2,000.00 each. Payment for the third year of membership would be at that current year's dues rate and could not be split in any way.

Similar options are available for 16MM Film memberships also - now is the time to join! Video members receive a different package of sixty VHS entertainment tapes every other month, and film members receive a package of thirty 16MM films each month. Fees for service beginning April 1 (video), or August 1, 1990 (film) will be due by February 28, 1990.

ILFVS is a Library Services Authority funded solely by membership fees. The service is growing and the long range planning committee is considering expansion into several different Audio-Visual formats.

Please call the office to discuss either of these new options. The office is open from 9am to 4pm, Monday through Friday; phone 317/923-9352. Connie Patsiner, Executive Director, will be glad to answer any questions about the agency and its services.

#30#

SHARED VIDEO PACKAGE GUIDELINES

1. ILFVS will contract for service with one designated library.
2. It is recommended that the library contracting with ILFVS obtain a written contract with the library with which the payment is being split (subcontracting library).
3. ILFVS will hold the contracting library responsible for fulfilling all ILFVS Rules and Regulations including, but not limited to, the following:
 - replacement of videos lost or damaged while the package is at either library
 - inspection and maintenance of videos
 - timely shipping of the packages, to arrive at the next library by the first of each rotation month
 - any fees or assessments made to video members
4. Both libraries will be required to send a staff member to any training session provided by ILFVS.
5. ILFVS will deal directly with the designated library; all policy questions will be discussed with the designated library; the subcontracting library can, however, request supplies from the ILFVS office.
6. ILFVS will bill the contracting library and send a copy of the invoice and the contract to the subcontracting library.
7. The contracting library will have only one board representative, appointed by the contracting library; this person can be a member of either library staff. Other staff members, from either library, are welcome to attend board meetings but will not have a vote.

MAR

AGENDA.....MARCH 12, 1990

1. Minutes
2. Bills/Financial statements
 - 2.1 Bills to be allowed/Payroll
 - 2.2 Financial statements
3. Director's report
 - 3.1 Circulation
 - 3.2 Activities report
 - 3.3 Branch Librarian search
 - 3.4 State library automation plan
4. Building Update
5. Medical insurance: Present policy
6. Rensselaer business
 - 6.1 Gutters - update
 - 6.2 National Geographics
7. Wheatfield business
 - 7.1 Paintings
 - 7.2 New staff
8. DeMotte business
9. Miscellaneous business
10. Adjournment

Executive session ---8:00 PM

For discussion of purchase of real estate.

Minutes.....February 12, 1990
Jasper County Public Library Board of Trustees
Meeting-----Wheatfield Library, 7:10 PM

Present: Board members: Wilbur Doty, Bob Souza, Marge Hohner, Miriam Lawyer, and Barbara Leestma. Director: Lynn Daugherty. Architect: Kim Rothenberg, LOM Corporation.

Feasibility Study Final Report and Recommendations: Kim Rothenberger noted that while Rensselaer's collection size and circulation are adequate for the existing population, the library's physical size is inadequate for present or future needs. He noted that at DeMotte the existing collection is only half as big as it should be. The circulation is also not up to the potential in relation to the size of its population, due to the small collection and crowded conditions.

Rothenberger then outlined the steps which the board needs to take in determining what will be done to correct the two situations. (Proposed TimeTable appended).

Building Project Actions: On a motion by Miriam Lawyer, seconded by Barbara Leestma, the board voted unanimously to purchase the proposed vacant lot to the south of the DeMotte Library for no more than \$8000.

On a motion by B. Leestma, seconded by Marge Hohner, the board authorized the director and the board attorney to contact the Kankakee Valley School Board about acquiring the property to the east of the DeMotte Library.

A motion by Bob Souza, seconded by M. Lawyer, and unanimously approved, authorized the director to inquire into the purchase of the existing building on the northeast corner of Cullen and Washington Streets in Rensselaer for a new library for Rensselaer.

M. Hohner's motion, seconded by B. Souza, to proceed according to Rothenberger's proposed timetable, was also unanimously accepted.

The Board decided to meet at 10:00 AM on Saturday, February 24, at the DeMotte Library for the purpose of looking at sites for the two libraries. They will then travel to Rensselaer to look at Rensselaer sites and have lunch together at Hudgens House afterwards.

Minutes: Minutes were approved on a motion by M. Lawyer, seconded by B. Leestma.

Finances: Bills, payroll and financial statements were approved after a motion by B. Leestma, seconded by M. Lawyer. The Board voted to organize the officers of the Board as the Board of Finance on a motion by B. Leestma, seconded by B. Souza. The board approved, on a motion by M. Lawyer, seconded by M. Hohner, investing \$100,000 from the library operating fund in a three-month CD at whichever of the library's depositories offers the highest rate. It was noted that this money will be available for investment on February 22. A motion was made by M.

Hohner, seconded by B. Souza, and approved, to transfer the remaining \$713.74 in BIRF #1 in to the Library Operating Fund.

Personnel: The Board voted to accept the salaries of two new employees, on a motion by B. Souza, seconded by B. Leestma. The Board also approved the hiring of a temporary library assistant to work 24 hours per week at the Wheatfield Library.

Medical insurance: A discussion followed concerning the various bids for medical insurance received by the library and the complexity of understanding and deciding between different bids. Concerns were raised about the small number of staff members interested in acquiring the library's medical insurance and the experience of other small businesses in dealing with medical insurance and rising costs. The Board voted to table discussion of medical insurance until further notice on a motion by B. Souza, seconded by M. Lawyer.

Business Directory advertising: The Board, on a motion by M. Lawyer, seconded by B. Souza, voted to recommend the purchase for \$450 of a one-quarter page black and white ad in the new Jasper County Business Directory and Guide. This money would be taken from each library's gift funds if the three Friends of the Library groups are not willing to purchase this ad for the library.

ILFVS: The Board approved a motion by B. Leestma, seconded by B. Souza, to join the Indiana Library Film and Video Service. Marge Hohner dissented. The cost of the video service will be \$2,000 for each of the next two years (including an initiation fee of \$2000 and two years' annual fees) and an annual fee thereafter. The Board elected not to share this bi-monthly video service and its costs with the Lowell Public Library because of the legal complexities of such a shared agreement.

Meeting Room Use: Rensselaer: Approval was given for the creative writing group to meet twice a month in the Rensselaer meeting room, on a motion by B. Souza, seconded by M. Lawyer.

The meeting was adjourned at 11 PM.

Special Board Meeting.....Saturday, Feb. 27, 12:30 PM
Place: Hudgens House Restaurant, Rensselaer

Present: W. Doty, M. Lawyer, B. Souza, B. Leestma, L. Daugherty, D.
Eisner

The Board voted, on a motion by Bob Souza, seconded by Miriam Lawyer, to hire L.O.M. as the architect for the building of a Rensselaer Library and an addition to the DeMotte Library.

They determined that the Rensselaer Library building would contain between 13,000 and 15,000 square feet, following a motion by M. Lawyer, seconded by Barbara Leestma.

It was decided that a committee of staff members would write a building program to correlate with the architect's feasibility study. Board members will be notified of committee meetings and will participate in these if they wish. The Building Program will be presented at the April board meeting for the board's approval.

An executive session followed to discuss the purchase of property for the new buildings.

The meeting was adjourned by consensus at 2:30 PM.

Executive Session.....Saturday, March 3, 10:10 A.M.
Rensselaer Library

Present: B. Souza, B. Leestma, M. Hohner, M. Lawyer, W. Doty, L.
Daugherty, B. Moriarty

The Board met to discuss the purchase of real property for the Rensselaer and DeMotte Libraries. Bill Moriarty, attorney, explained the terms of the contract drawn up for the purchase from Donald L. and Ursula Beckman of the vacant land to the south of the DeMotte Library. He noted that sale will be contingent upon obtaining proper zoning and upon results of a complete survey and soil borings.

Discussion then followed on possible sites for the Rensselaer building. The meeting was adjourned at 12:45 PM.

CIRCULATION STATISTICS

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
February 90	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	39	39	1	1	1142	60	60			853	37	37	1	1	521
Non-Fiction	42	25	17	4	1318	111	86	50	37	1229	49	43	3	3	592
Paperbacks					562					441					306
CHILDREN'S BK															
Fiction	120	120			1719	53	53			1763	50	50	1	1	999
Non-fiction	122	102			922	60	60			620	50	50	6	6	220
FILMSTRIPS															
															1
MAGAZINES															
Adult					449					715					390
Children					17										
MAPS, PRINTS, PROJECTORS...															
					14					3					7
MICROFORMS															
					25										
SOUND RECORDINGS															
					189					74			1	1	81
PAMPHLETS	67	67	2	2	276					39	26	26			30
VHS's	1	1			643					540					648
			1	1											
SOFTWARE					100										171
XX															
TOTAL	391	354	21	8	7376	284	259	50	37	6277	212	206	12	12	3966
PERCENT															
Increase					5%					6%					19%
Decrease															
TOTAL VOLUMES OWNED															
TOTAL TITLES OWNED															
XX															
MONTHLY SYSTEM STATISTICS															
					1989					1990					
Circulation					16220					17594	8%				
Daily Average															
January to date					33613					36479					
Total Circulation															
Rensselaer day										320					
DeMotte day										273					
Wheatfield day										172					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

February 90

RENSSELAER

DEMOTTE

WHEATFIELD

INTERLIBRARY LOANS

Requests	70	93	7
Received	55	70	5
Outstanding	15	23	2

INTRALIBRARY LOANS

Filled	67	62	82
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REGISTRATION

Borrowers added			
Resident	85	50	55
Non-resident	10		
fee			
Expired cards	31	24	7
Total Registered	12466		

REFERENCE QUESTIONS

Telephone			
Directional	79	40	103
Reference	136	107	124
		16	
In-person			
Directional	168	12	129
Reference	374	226	202
		96	
Total	757	401	558

LOCAL HISTORY

In person	2
Microfilms used	1
Letters	2

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for MARCH 12, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	208952.31	5060.88	33953.40	180059.79
 Gift Funds				
DeMotte	2288.92	597.58	6.55	2879.95
Rensselaer	368.20	75.00	0.00	443.20
Wheatfield	1320.62	0.00	0.00	1320.62
 Bond and Interest Funds				
DeMotte	713.74	0.00	713.74	0.00
Wheatfield	13626.68	0.00	0.00	13626.68
 LIRF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 P.E.R.F. Reserve for Insurance	606.77 163.02	0.00 0.00	-550.80 -54.34	1157.57 217.36
 TOTAL ALL FUNDS	311131.76	5733.46	34068.55	282796.67

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for MARCH 12, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	109755.67	97451.62	133953.40	73253.89
 Gift Funds				
DeMotte	2288.92	597.58	6.55	2879.95
Rensselaer	368.20	75.00	0.00	443.20
Wheatfield	1320.62	0.00	0.00	1320.62
 Bond and Interest Funds				
DeMotte	713.74	0.00	713.74	0.00
Wheatfield	-36373.32	0.00	0.00	-36373.32
 LIRF Fund	25362.24	7609.26	0.00	32971.50
 Investments				
Operating Fund	99196.64	100000.00	92390.74	106805.90
LIRF Fund	57609.26	0.00	7609.26	50000.00
Wheatfield Bond Fund	50000.00	0.00	0.00	50000.00
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 P.E.R.F. Reserve for Insurance	606.77 163.02	0.00 0.00	-550.80 -54.34	1157.57 217.36
 TOTAL ALL FUNDS	311131.76	205733.46	234068.55	282796.67

RECEIPT BREAKDOWN FOR
FEBRUARY 12, 1990

FINES..... 1044.06

DeMotte	443.25
Rensselaer	404.91
Wheatfield	195.90

PHOTOCOPIES..... 731.25

DeMotte	353.95
Rensselaer	244.90
Wheatfield	132.40

CARDS..... 25.10

DeMotte	2.00
Rensselaer	21.10
Wheatfield	2.00

INTEREST..... 2546.73

GIFT FUNDS..... 672.58

DeMotte	597.58
Rensselaer	75.00
Wheatfield	0.00

TRANSFER OF FUNDS FOR INVESTMENT..... 200000

TRANSFER OF REMAINDER OF DEMOTTE BOND FUND..... 713.74

TOTAL AMOUNT OF RECEIPTS.....205733.46

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

12 MAR 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	6582.29	27917.71	19%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	17521.90	35416.90	200378.10	15%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	880.00	1694.58	7305.42	19%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1611.74	3342.60	16457.40	17%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	47.13	1952.87	2%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	.00	15000.00	0%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	.00	19000.00	0%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	125.75	624.25	17%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	67.34	122.40	3127.60	4%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	168.39	359.07	3540.93	7%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00	0%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	55.48	694.52	7%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	.00	250.00	0%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	570.57	951.22	7048.78	12%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	.00	239.40	1760.60	12%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	.00	.00	3500.00	0%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	302.50	990.00	10.00	99%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	440.00	560.00	44%
3.21	TELEPHONE	9000.00	.00	9000.00	602.78	1782.59	7217.41	20%
3.22	POSTAGE	3000.00	.00	3000.00	306.88	681.88	2318.12	23%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	316.50	456.50	5543.50	8%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	42.85	517.85	6732.15	7%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	241.95	347.75	652.25	35%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	200.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	286.00	6714.00	4%
3.51	GAS	7000.00	.00	7000.00	622.39	2293.38	4706.62	33%
3.52	ELECTRICITY	18000.00	.00	18000.00	892.51	2684.87	15315.13	15%
3.53	WATER	500.00	.00	500.00	10.34	60.72	439.28	12%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	15.82	47.46	452.54	9%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	284.00	1323.34	3176.66	29%
3.62	EQUIPMENT	1000.00	.00	1000.00	35.85	112.85	887.15	11%
3.72	EQUIPMENT	1000.00	.00	1000.00	34.90	137.70	862.30	14%
3.91	DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	111.50	2134.53	4865.47	31%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	800.00	800.00	-300.00	160%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	126.64	3164.04	8835.96	26%
4.51	BOOKS	115000.00	.00	115000.00	2446.26	5786.20	109213.80	5%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	466.25	5220.16	10279.84	34%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	2000.00	2019.69	10480.31	16%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	606.88	11282.83	8140.35	58%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	33953.40	98299.42	537398.80	15%

{-----BANK BALANCES-----}
DATE {12 MAR 90}

A1 {BANK ONE CHECKING	}	B1 {	50838.88}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	106805.90}
A4 {FIRST OF AMERICA	}	B4 {	3557.75}
A5 {DEMOTTE STATE BANK	}	B5 {	7422.05}
A6 {INDIANA FEDERAL	}	B6 {	9952.05}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4220.04}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}

TOTAL		B10{	282796.67}

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 12 MAR 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000485	1696	JULIE BRAY	544.01	15 FEB 90	PAYROLL
000486	1706	GLENDA BROWN	368.26	15 FEB 90	PAYROLL
000487	1720	RENEE CARR	227.00	15 FEB 90	PAYROLL
000488	1716	MARK CASSELLO	53.93	15 FEB 90	PAYROLL
000489	1715	LYNN DAUGHERTY	917.85	15 FEB 90	PAYROLL
000490	1703	MARY DUGGLEBY	339.57	15 FEB 90	PAYROLL
000491	1719	DEBRA EISERT	683.03	15 FEB 90	PAYROLL
000492	1697	CHARLOTTE FAGEN	459.06	15 FEB 90	PAYROLL
000493	1707	HEIRONIMUS, CHERYL	73.24	15 FEB 90	PAYROLL
000494	1708	ROSE HOWARD	240.15	15 FEB 90	PAYROLL
000495	1709	MAIA KINGMAN	69.30	15 FEB 90	PAYROLL
000496	1710	DIANA KOBY	163.26	15 FEB 90	PAYROLL
000497	1701	JOAN KOPANDA	308.44	15 FEB 90	PAYROLL
000498	01695	MARY K. MARTIN	655.82	15 FEB 90	PAYROLL
000499	1711	RYAN MORELAND	59.00	15 FEB 90	PAYROLL
000500	1717	KRISTIN MORIARTY	68.59	15 FEB 90	PAYROLL
000501	1718	ERICA MURRAY	62.49	15 FEB 90	PAYROLL
000502	1704	KATHLEEN PADGITT	325.31	15 FEB 90	PAYROLL
000503	1705	BONNIE POWELL	265.38	15 FEB 90	PAYROLL
000504	1698	SHARON SCHULENBERG	398.29	15 FEB 90	PAYROLL
000505	1712	EILEEN SPURGEON	77.57	15 FEB 90	PAYROLL
000506	1699	JILL TACHTIRIS	396.24	15 FEB 90	PAYROLL
000507	1713	ELIZABETH THONE	132.72	15 FEB 90	PAYROLL
000508	1702	DIANE WIERS	313.18	15 FEB 90	PAYROLL
000509	1700	CHERYL WITTY	452.01	15 FEB 90	PAYROLL
000510	1714	DANIEL L. WITTY	90.14	15 FEB 90	PAYROLL
000511	1748	PAULA BAUGH	131.38	28 FEB 90	PAYROLL
000512	1725	JULIE BRAY	544.01	28 FEB 90	PAYROLL
000513	1735	GLENDA BROWN	368.26	28 FEB 90	PAYROLL
000514	1749	RENEE CARR	227.00	28 FEB 90	PAYROLL
000515	1745	MARK CASSELLO	63.71	28 FEB 90	PAYROLL
000516	1744	LYNN DAUGHERTY	917.85	28 FEB 90	PAYROLL
000517	1732	MARY DUGGLEBY	339.57	28 FEB 90	PAYROLL
000518	1747	DEBRA EISERT	683.03	28 FEB 90	PAYROLL
000519	1726	CHARLOTTE FAGEN	459.06	28 FEB 90	PAYROLL
000520	1736	HEIRONIMUS, CHERYL	60.83	28 FEB 90	PAYROLL
000521	1737	ROSE HOWARD	221.91	28 FEB 90	PAYROLL
000522	1738	MAIA KINGMAN	82.18	28 FEB 90	PAYROLL
000523	1739	DIANA KOBY	165.09	28 FEB 90	PAYROLL
000524	1730	JOAN KOPANDA	308.44	28 FEB 90	PAYROLL
000525	01724	MARY K. MARTIN	655.82	28 FEB 90	PAYROLL
000526	1740	RYAN MORELAND	59.00	28 FEB 90	PAYROLL
000527	1746	KRISTIN MORIARTY	46.60	28 FEB 90	PAYROLL
000528	1733	KATHLEEN PADGITT	325.31	28 FEB 90	PAYROLL
000529	1734	BONNIE POWELL	265.38	28 FEB 90	PAYROLL
000530	1727	SHARON SCHULENBERG	398.29	28 FEB 90	PAYROLL
000531	1741	EILEEN SPURGEON	64.00	28 FEB 90	PAYROLL
000532	1728	JILL TACHTIRIS	396.24	28 FEB 90	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 MAR 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000533	1742	ELIZABETH THONE	116.90	28 FEB 90	PAYROLL
000534	1731	DIANE WIERS	313.18	28 FEB 90	PAYROLL
000535	1729	CHERYL WITTY	452.01	28 FEB 90	PAYROLL
000536	1743	DANIEL L. WITTY	169.01	28 FEB 90	PAYROLL
008939	1721	BANK ONE	2685.83	15 FEB 90	FICA & FED TAX WITHHELD 15 F
008940	01722	INDIANA DEFERRED COMPENSATIO	72.50	15 FEB 90	WITHHELD FROM 15 FEB 90 PAYR
008941	01723	NATIONAL BOND & TRUST COMPAN	36.33	15 FEB 90	BONDS PURCHASED 15 FEB 90 PA
008942	01752	INDIANA LIBRARY FILM & VIDEO	2000.00	22 FEB 90	VIDEO SERVICE FOR 1990
008943	01753	NIALSA	70.00	22 FEB 90	REGISTRATION FOR WORKSHOP 1
008944	01754	BANK ONE	100000.00	22 FEB 90	PURCHASE OF CERTIFICATE OF D
008945	01755	BANK ONE	2706.48	22 FEB 90	FICA & FED TAX WITHHELD 28 F
008946	01756	INDIANA DEFERRED COMPENSATIO	72.50	22 FEB 90	WITHHELD 28 FEB 90 PAYROLL
008947	01757	NATIONAL BOND & TRUST COMPAN	36.33	22 FEB 90	BONDS PURCHASED 28 FEB 90
008948	01758	INDIANA DEPARTMENT OF REVENUE	887.29	22 FEB 90	STATE & COUNTY TAX WITHHELD
008949	01761	A AND R NEWS AGENCY	9.95	12 MAR 90	SUBSCRIPTION--RENSSELAER
008950	01762	AMERICAN LIBRARY ASSOCIATION	73.63	12 MAR 90	POSTERS & BOOKMARKS
008951	01763	ASSOCIATED LIBRARIES, INC.	161.44	12 MAR 90	BOOKS
008952	01764	AT&T	90.54	12 MAR 90	TELEPHONE -- DEMOTEE
008953	01765	BAKER & TAYLOR	522.08	12 MAR 90	BOOKS
008954	01766	BAKER & TAYLOR	496.81	12 MAR 90	BOOKS
008955	01767	BAKER & TAYLOR	600.75	12 MAR 90	BOOKS -- RENSSELAER & WHEATF
008956	01768	BINDING UNLIMITED, INC.	35.85	12 MAR 90	REPAIR OF BOOKS
008957	01769	BRODART CO.	95.50	12 MAR 90	SYSDAC TAPE
008958	01770	CAHNERS PUBLISHING COMPANY	214.70	12 MAR 90	AD IN LIBRARY JOURNAL--BRANC
008959	01771	CITY OF RENSSELAER	394.51	12 MAR 90	RENSSELAER UTILITIES
008960	01772	CONGRESSIONAL QUARTERLY INC.	314.00	12 MAR 90	EDITORIAL RESEARCH REPORTS R
008961	01773	CONSOLIDATED INSURANCE AGENC	200.00	12 MAR 90	BONDS -- LAWYER & WITTY
008962	01774	DEALERS COSTS CORP.	33.00	12 MAR 90	BOOKS
008963	01775	DEMCO	108.58	12 MAR 90	OVERDUE REMINDER CARDS
008964	01776	EBSCO SUBSCRIPTION SERVICES	3.30	12 MAR 90	RATE ADJUSTMENT -- DEMOTTE
008965	01777	ENCYCLOPAEDIA BRITANNICA ED.	176.46	12 MAR 90	BOOKS
008966	01778	FACTS ON FILE, INC.	40.12	12 MAR 90	BOOKS
008967	01779	CHARLOTTE FAGEN	55.20	12 MAR 90	MILEAGE
008968	01780	FAGEN PHARMACY	59.97	12 MAR 90	FILM -- LIBRARY VISITS FOR B
008969	01781	BARB FERNANDZ	45.00	12 MAR 90	SNOW REMOVAL -- DEMOTTE
008970	01782	GALE RESEARCH INC.	14.24	12 MAR 90	BOOKS
008971	01784	GAYLORD BROS.	88.37	12 MAR 90	MAGAZINE STORAGE CASES -- RE
008972	01785	BRAD HANSEN	40.00	12 MAR 90	SNOW REMOVAL -- DEMOTTE
008973	01787	HERITAGE OFFICE PRODUCTS, IN	99.49	12 MAR 90	OFFICE SUPPLIES & WHISPER DI
008974	01789	HOOK'S	40.50	12 MAR 90	SUNDAY NEWSPAPERS -- DEMOTTE
008975	01790	PHILIP HOWARD	15.00	12 MAR 90	SNOW REMOVAL -- WHEATFIELD
008976	01791	JAMES TREE & PAINTING SERVIC	100.00	12 MAR 90	CLEANING GUTTERS -- RENSSELA
008977	01792	K.V.ELECTRIC	84.00	12 MAR 90	REPLACE LAMPS -- WHEATFIELD
008978	01793	KANKAKEE VALLEY POST NEWS	7.45	12 MAR 90	AD FOR CLERK -- WHEATFIELD
008979	01794	OOMS DISPOSAL SERVICE INC.	11.50	12 MAR 90	TRASH PICK-UP--DEMOTTE
008980	01795	NORTHWESTERN INDIANA TELEPHO	72.56	12 MAR 90	TELEPHONE -- DEMOTTE
008981	01796	NIPSCO	424.49	12 MAR 90	UTILITIES -- DEMOTTE
008982	01797	NIPSCO	722.06	12 MAR 90	UTILITIES -- WHEATFIELD

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 MAR 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008983	01798	KATHLEEN PADGITT	8.80	12 MAR 90	MILEAGE FROM STAFF MEETING
008984	01799	POSTMASTER GENERAL	275.00	12 MAR 90	POSTAGE
008985	01800	R W POOL CO., INC.	82.21	12 MAR 90	JANITORIAL SUPPLIES -- RENSS
008986	01801	RENSSELAER REPUBLICAN	54.00	12 MAR 90	SUBSCRIPTION -- DEMOTTE
008987	01802	RENSSELAER REPUBLICAN	19.80	12 MAR 90	AD FOR CLERK AT WHEATFIELD
008988	01803	ROURKE PUBLISHING GROUP	111.85	12 MAR 90	BOOKS
008989	01804	BIERMA HARDWARE	12.22	12 MAR 90	ICE MELT -- WHEATFIELD
008990	01805	GLENDA BROWN	50.70	12 MAR 90	MILEAGE TO VISIT LIBRARIES 1
008991	01806	LYNN DAUGHERTY	106.80	12 MAR 90	MILEAGE
008992	01807	SILVER BURDETT PRESS	839.65	12 MAR 90	BOOKS
008993	01808	SCARECROW PRESS	27.00	12 MAR 90	SUBSCRIPTION -- DEMOTTE
008994	01809	SMITH TRUE VALUE FARM STORE	24.76	12 MAR 90	ICE MELT & SHOP VAC BAGS --
008995	01810	SECURITY COURIERS, INC.	302.50	12 MAR 90	TRANSPORT BETWEEN LIB. -- FE
008996	01811	STANLEY STEEMER	100.00	12 MAR 90	REMOVE WATER & CLEAN MEETING
008997	01812	ELIZABETH BOERNER	56.74	12 MAR 90	BOOKS
008998	01813	DONALD L. & URSULA BECKMAN	800.00	12 MAR 90	DEPOSIT OF PURCHASE OF REAL
008999	01814	MARY K. MARTIN	146.84	12 MAR 90	MILEAGE, FILM, MOTEL ROOM FO
009000	01815	TEETERS CULLIGAN	24.90	12 MAR 90	COOLER RENTAL -- RENSSELAER
009001	01816	UNITED SUPPLY CO. INC.	99.70	12 MAR 90	SUMMER READING & LIBRARY SUP
009002	01817	UPSTART	124.52	12 MAR 90	POSTERS, BOOKMARKS, BULLETIN B
009003	01818	UNITED TELEPHONE COMPANY	317.55	12 MAR 90	TELEPHONE -- RENSSELAER
009004	01819	UNITED TELEPHONE COMPANY	122.13	12 MAR 90	TELEPHONE -- WHEATFIELD
009005	01820	VAN STRICKLIN	10.00	12 MAR 90	REPAIR VIDEOCASSETTE
009006	01821	WALLMANN'S	38.50	12 MAR 90	JANITORIAL SUPPLIES
009007	01822	CHERYL A. WITTY	12.42	12 MAR 90	DEMOTTE PETTY CASH REIMBURSE
009008	01823	CHERYL A. WITTY	60.01	12 MAR 90	RENSSELAER PETTY CASH REIMBU
ADJ. ENTR	1750	BANK ONE	92390.74	22 FEB 90	REDEMPTION OF CD #084-004-00
ADJ. ENTR	01751	BANK ONE	7609.26	22 FEB 90	REDEMPTION OF CD #084-004-00
ADJ. ENTR	01759	JASPER COUNTY PUBLIC LIBRARY	713.74	26 FEB 90	12 FEB 90 RESOLUTION OF BOAR
VOID CHEC	01760	NIALSA	-70.00	26 FEB 90	MEETING SCHEDULED FOR 01 MAR

--TOTAL AMOUNT OF CLAIMS-- 234068.55

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 234068.55. Dated 12 MAR 90.

_____	_____
_____	_____
_____	_____
_____	_____

DIRECTOR'S REPORT.....FEBRUARY 1990

Meetings attended: Management Team meeting
Bill Moriarty (2)
Jim Allen (1)
Special board meetings (2)
Chamber of Commerce
Planning Committee--Media Minds Writing

Contest

Interviews: for DeMotte/Wheatfield Librarian (2)
for Wheatfield staff member (3)
with Hammond Times reporter
on WRIN/WLQI

Other activities: Visited 4 libraries
Booktalk at DeMotte Christian
School
Worked on building site locations
Planning building program committee
Flood control project
Administrative

ALA MAJOR MEDICAL INSURANCE (MONY)

The Library presently allows \$20 per month per eligible staff member for this policy. We have budgeted \$19,000 for medical insurance for 1990.

This plan has a \$300 or \$500 deductible. The result is a very low cost plan. Because the plan covers a large group, the cost increases are reasonable.

EXAMPLE: Rate for single person 40-49 yrs old

<u>11/87</u>	<u>11/89</u>
\$217.50 semi-annually	\$326 semi-annually

This equals \$18.08 per month increase in 2 yrs.

PROPOSAL: That we extend the amount of our support for this MONY policy for employees working 32 hrs per week or more.

----The employee would pay the first 10% of whatever coverage he/she chooses (including family plans).

----The Library would pay up to \$900 of the remaining cost of the coverage (this equals \$75 per month per person at the most).

----The employee would pay any extra cost above that.

EXAMPLE: Cheryl Witty--family plan, \$500 deductible

Family coverage would equal \$1196 per year. She would pay \$119.60 (10%). We would pay \$900. She would pay the remaining \$176.40 for full coverage.

EXAMPLE: Julie Bray--member only, \$300 deductible

Coverage would equal \$400 per year. She would pay \$40 (10%). We would pay \$360.

With this policy, we could offer a very attractive benefit (including partial coverage of family plans) at a low cost. The other policies we considered earlier had premiums of more than \$100 per month per employee (not including spouse or children).



The
L O M
Corporation
Indianapolis/Cincinnati

Architects
Planners
Interior Designers

R. K. Lennox
C. M. Oldham
J. G. Ochs
Dunkin
D. K. Rothenberger
L. N. Kelfth

File 89.122
Jasper County Public Library
Feasibility Study
February 12, 1990

PROPOSED TIMETABLE

January - April, 1990:	Site selection, determine scope
April, 1990:	Preliminary Plans
May - August, 1990:	Arrange financing
September - October, 1990:	Prepare Construction Documents
November, 1990:	Bid Period
December, 1990:	Award Construction Contracts
March, 1991:	Start Construction
March, 1992:	Complete Construction

APR.

AGENDA.....April 9, 1990
Monthly Meeting Rensselaer Library
Board of Trustees 7:00 PM
Jasper County Public Library

1. Minutes
2. Bills/Financial reports
 - 2.1 Bills to be allowed/Paychecks
 - 2.2 Financial statements
3. Director's report
 - 3.1 Circulation
 - 3.2 Activities
 - 3.3 Branch Librarian update
4. Board Committee Work
 - 4.1 Budget Committee
 - 4.2 Policy Review Committee
5. Board meeting dates: Proposed changes
6. Wheatfield Business
7. DeMotte Business
8. Presentation of Building Program
Kim Rothenberger present
9. Adjournment
10. EXECUTIVE SESSION (8:45 PM): TO DISCUSS PURCHASE OF REAL PROPERTY
Bill Moriarty present

MINUTES.....MARCH 12, 1990
Rensselaer Library Library Board Meeting
7:00 PM

Present: W. Doty, M. Lawyer, M. Hohner, B. Leestma, B. Souza, W. Stewart, M.L. Casey, L. Daugherty

Minutes: The minutes of the February board meeting were approved on a motion by Bob Souza, seconded by Miriam Lawyer.

Bills, Financial Statements: A discussion of financial reports resulted in several recommendations for forms revision which will be acted upon beginning in April. Bills, payroll and financial statements were approved on a motion by M. Lawyer, seconded by Wanda Stewart.

Director's Report: The Director noted the increase in circulation at all 3 libraries and presented a report detailing her own activities throughout the previous month. The Board concurred in the Director's decision to offer the DeMotte/Wheatfield branch librarian job to an applicant, although that person will not be available to begin work until September. The Board was apprised of the statewide automation plan being considered at present by a committee of librarians.

The Director noted that the contract for the purchase of the land south of the DeMotte Library will be signed this week and that staff visits to libraries are proceeding on schedule.

Medical insurance: A discussion followed of the Director's proposal that the Board increase their support of the present major medical policy offered to employees from \$20 per month per employee to \$75 per month per employee. The Board approved a motion by Mary Linda Casey, seconded by M. Lawyer, not to change the amount of monthly payments per employee for medical insurance.

Executive Session: At 8:30 PM, an executive session was held with Bill Moriarty to discuss the purchase of real property for the Rensselaer and DeMotte libraries. The session ended at 9:30 PM.

National Geographics: The Board instructed the Director to keep the complete run of this magazine from 1913 to the present.

Art Prints: Following discussion on the subject, the Board requested, on a motion by B. Souza, seconded by W. Stewart, that the Director accept, for a three month loan, two collages by Doris Myers, on the understanding that the library would not be held responsible for accidental loss or damage to the paintings. Abstaining from the vote were M. Lawyer and Marge Hohner.

Flagpole: The Board approved the offer of the Friends of the Wheatfield Library to purchase a flagpole and flag for the Wheatfield Library. This approval followed a motion by Mary Linda Casey, seconded by B. Souza. The Library will furnish the lighting for the pole. It was

suggested that a sodium vapor light with a photoelectric sensor be utilized.

The Board approved a temporary adjustment in the salary of the DeMotte children's librarian due to increased responsibility during the building project and the absence of the DeMotte/Wheatfield Branch Librarian. The Board also approved the Food for Fines week during National Library Week, and signed the Public Library Application for State Funds.

The Board adjourned at 10:30 PM on a motion by B. Souza.

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for APRIL 9, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	180059.79	3618.00	38590.90	145086.89
 Gift Funds				
DeMotte	2879.95	5.00	185.00	2699.95
Rensselaer	443.20	8.97	158.97	293.20
Wheatfield	1320.62	0.00	150.00	1170.62
 Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	13626.68	0.00	0.00	13626.68
 LIRF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 P.E.R.F. Reserve for Insurance	1157.57 217.36	0.00 0.00	-566.40 -54.34	1723.97 271.70
 TOTAL ALL FUNDS	282796.67	3631.97	38464.13	247964.51

{-----BANK BALANCES-----}

DATE {09 APR 90}

A1 {BANK ONE CHECKING	}	B1 {	121894.56}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	3966.29}
A5 {DEMOTTE STATE BANK	}	B5 {	7931.57}
A6 {INDIANA FEDERAL	}	B6 {	9952.05}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4220.04}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
-----		-----	
TOTAL		B10{	247964.51}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

09 APR 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	9248.95	25251.05	27%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	18223.56	53640.46	182154.54	20%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	927.50	2622.08	6377.92	29%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1669.06	5011.66	14788.34	25%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	47.13	1952.87	2%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	.00	15000.00	0%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	.00	19000.00	0%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	125.75	624.25	17%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	228.80	351.20	2898.80	11%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	171.27	530.34	3369.66	14%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00	0%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	55.48	694.52	7%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	.00	250.00	0%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	653.32	1604.54	6395.46	20%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	253.30	492.70	1507.30	25%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	.00	.00	3500.00	0%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	.00	990.00	10.00	99%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	440.00	560.00	440%
3.21	TELEPHONE	9000.00	.00	9000.00	487.54	2270.13	6729.87	25%
3.22	POSTAGE	3000.00	.00	3000.00	6.23	688.11	2311.89	23%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	199.40	655.90	5344.10	6%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	158.76	676.61	6573.39	9%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	.00	347.75	652.25	35%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	286.00	6714.00	4%
3.51	GAS	7000.00	.00	7000.00	259.26	2552.64	4447.36	36%
3.52	ELECTRICITY	18000.00	.00	18000.00	266.29	2951.16	15048.84	16%
3.53	WATER	500.00	.00	500.00	14.85	75.57	424.43	15%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	5.50	52.96	447.04	11%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	1594.00	2917.34	1582.66	65%
3.62	EQUIPMENT	1000.00	.00	1000.00	5.47	118.32	881.68	12%
3.72	EQUIPMENT	1000.00	.00	1000.00	79.94	217.64	782.36	22%
3.91	DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	11.50	2146.03	4853.97	31%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	.00	800.00	-300.00	160%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	195.00	3359.04	8640.96	28%
4.51	BOOKS	115000.00	.00	115000.00	5268.04	11054.24	103945.76	10%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	5245.65	10465.81	5034.19	68%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	.00	2019.69	10480.31	16%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	.00	11282.83	8140.35	58%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	38590.90	136890.32	498807.90	22%

RECEIPT BREAKDOWN FOR
APRIL 9, 1990

FINES and FEES..... 915.12

DeMotte	271.47
Rensselaer	411.34
Wheatfield	232.31

PHOTOCOPIES..... 566.10

DeMotte	232.05
Rensselaer	175.45
Wheatfield	158.60

CARDS..... 7.80

DeMotte	1.00
Rensselaer	2.80
Wheatfield	4.00

INTEREST..... 2128.98

GIFT FUNDS..... 13.97

DeMotte	5.00
Rensselaer	8.97
Wheatfield	0.00

TOTAL AMOUNT OF RECEIPTS..... 3631.97

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

09 APR 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000537	1849	PAULA BAUGH	131.38	15 MAR 90	PAYROLL
000538	1825	JULIE BRAY	544.01	15 MAR 90	PAYROLL
000539	1835	GLENDA BROWN	368.26	15 MAR 90	PAYROLL
000540	1850	RENEE CARR	227.00	15 MAR 90	PAYROLL
000541	1845	MARK CASSELLO	32.41	15 MAR 90	PAYROLL
000542	1844	LYNN DAUGHERTY	917.85	15 MAR 90	PAYROLL
000543	1832	MARY DUGGLEBY	339.57	15 MAR 90	PAYROLL
000544	1848	DEBRA EISERT	683.03	15 MAR 90	PAYROLL
000545	1826	CHARLOTTE FAGEN	459.06	15 MAR 90	PAYROLL
000546	1836	HEIRONIMUS, CHERYL	60.83	15 MAR 90	PAYROLL
000547	1837	ROSE HOWARD	185.44	15 MAR 90	PAYROLL
000548	1838	MAIA KINGMAN	69.30	15 MAR 90	PAYROLL
000549	1839	DIANA KOBY	103.14	15 MAR 90	PAYROLL
000550	1830	JOAN KOPANDA	266.12	15 MAR 90	PAYROLL
000551	01824	MARY K. MARTIN	680.82	15 MAR 90	PAYROLL
000552	1840	RYAN MORELAND	59.00	15 MAR 90	PAYROLL
000553	1846	KRISTIN MORIARTY	46.60	15 MAR 90	PAYROLL
000554	1847	ERICA MURRAY	84.48	15 MAR 90	PAYROLL
000555	1833	KATHLEEN PADGITT	325.31	15 MAR 90	PAYROLL
000556	1834	BONNIE POWELL	265.38	15 MAR 90	PAYROLL
000557	1827	SHARON SCHULENBERG	398.29	15 MAR 90	PAYROLL
000558	1841	EILEEN SPURGEON	91.15	15 MAR 90	PAYROLL
000559	1828	JILL TACHTIRIS	396.24	15 MAR 90	PAYROLL
000560	1842	ELIZABETH THONE	102.12	15 MAR 90	PAYROLL
000561	1831	DIANE WIERS	313.18	15 MAR 90	PAYROLL
000562	1829	CHERYL WITTY	463.34	15 MAR 90	PAYROLL
000563	1843	DANIEL L. WITTY	132.53	15 MAR 90	PAYROLL
000564	1881	PAULA BAUGH	157.26	30 MAR 90	PAYROLL
000565	1857	JULIE BRAY	544.01	30 MAR 90	PAYROLL
000566	1867	GLENDA BROWN	368.26	30 MAR 90	PAYROLL
000567	1882	RENEE CARR	227.00	30 MAR 90	PAYROLL
000568	1877	MARK CASSELLO	63.71	30 MAR 90	PAYROLL
000569	1876	LYNN DAUGHERTY	917.85	30 MAR 90	PAYROLL
000570	1864	MARY DUGGLEBY	339.57	30 MAR 90	PAYROLL
000571	1880	DEBRA EISERT	683.03	30 MAR 90	PAYROLL
000572	1858	CHARLOTTE FAGEN	720.67	30 MAR 90	PAYROLL
000573	1868	HEIRONIMUS, CHERYL	60.83	30 MAR 90	PAYROLL
000574	1869	ROSE HOWARD	221.91	30 MAR 90	PAYROLL
000575	1870	MAIA KINGMAN	69.30	30 MAR 90	PAYROLL
000576	1871	DIANA KOBY	161.45	30 MAR 90	PAYROLL
000577	1862	JOAN KOPANDA	266.12	30 MAR 90	PAYROLL
000578	01856	MARY K. MARTIN	680.82	30 MAR 90	PAYROLL
000579	1872	RYAN MORELAND	61.58	30 MAR 90	PAYROLL
000580	1878	KRISTIN MORIARTY	53.32	30 MAR 90	PAYROLL
000581	1879	ERICA MURRAY	61.25	30 MAR 90	PAYROLL
000582	1865	KATHLEEN PADGITT	325.31	30 MAR 90	PAYROLL
000583	1866	BONNIE POWELL	265.38	30 MAR 90	PAYROLL
000584	1859	SHARON SCHULENBERG	398.29	30 MAR 90	PAYROLL

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
09 APR 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000585	1873	EILEEN SPURGEON	77.57	30 MAR 90	PAYROLL
000586	1860	JILL TACHTIRIS	396.24	30 MAR 90	PAYROLL
000587	1874	ELIZABETH THONE	157.24	30 MAR 90	PAYROLL
000588	1883	AMBER WARRAN	219.25	30 MAR 90	PAYROLL
000589	1863	DIANE WIERS	313.18	30 MAR 90	PAYROLL
000590	1861	CHERYL WITTY	463.34	30 MAR 90	PAYROLL
000591	1875	DANIEL L. WITTY	221.91	30 MAR 90	PAYROLL
009009	1851	BANK ONE	2648.24	15 MAR 90	FICA & FED TAX WITHHELD 15 M
009010	01852	INDIANA DEFERRED COMPENSATIO	72.50	15 MAR 90	WITHHELD FROM 15 MAR 90 PAYR
009011	1884	BANK ONE	2915.74	30 MAR 90	FICA & FED TAXES WITHHELD 30
009012	01885	INDIANA DEFERRED COMPENSATIO	72.50	30 MAR 90	WITHHELD FROM 30 MAR 90 PAYR
009013	01886	IND. DEPARTMENT OF REVENUE	915.57	30 MAR 90	STATE & COUNTY TAX WITHHELD
009014	01887	JASPER COUNTY ADVANCEMENT GR	450.00	30 MAR 90	AD IN JASPER COUNTY FACTBOOK
009015	01888	A AND R NEWS AGENCY	54.70	09 APR 90	NEWSPAPER -- RENSSELAER
009016	01890	ACE HARDWARE	71.40	09 APR 90	STAINLESS STEEL CLEANER -- D
009017	01891	ASSOCIATED LIBRARIES, INC.	122.88	09 APR 90	BOOKS
009018	01892	AT&T	81.99	09 APR 90	TELEPHONE -- DEMOTTE
009019	01893	BAKER & TAYLOR	2534.52	09 APR 90	BOOKS
009020	01894	BAKER & TAYLOR	1001.25	09 APR 90	LEASE PLAN
009021	01895	BRODART CO.	326.14	09 APR 90	SYSDAC TAPE
009022	01896	CHILDRENS PRESS	602.29	09 APR 90	BOOKS
009023	01897	CITY OF RENSSELAER	379.07	09 APR 90	UTILITIES -- RENSSELAER
009024	01898	THE CHILDREN'S MUSEUM	28.04	09 APR 90	DISPLAY FOR SUMMER READING -
009025	01899	DEMCO	506.53	09 APR 90	EQUIPMENT AND SUPPLIES
009026	01900	DAVID DEVRIES	7.00	09 APR 90	CAULK WINDOW & OUTLETS AT WH
009027	01901	EBSCO SUBSCRIPTION SERVICES	5165.55	09 APR 90	MAGAZINE SUBSCRIPTIONS
009028	01902	JULIE BRAY	26.40	09 APR 90	MILEAGE
009029	01903	CHARLOTTE FAGEN	123.02	09 APR 90	MILEAGE AND CANTEENS
009030	01904	FAGEN PHARMACY	5.47	09 APR 90	FILM DEVELOPING FOR LIBRARY
009031	01905	HERITAGE OFFICE PRODUCTS, IN	262.74	09 APR 90	POST-ITS, INDEX CDS, COPY PA
009032	01906	HIGHSMITH CO. INC.	282.47	09 APR 90	CONTACT PAPER
009033	01907	JAMES TREE & PAINTING SERVIC	1550.00	09 APR 90	INSTALL GUTTER & REPAIRS --
009034	01908	K.V.ELECTRIC	37.00	09 APR 90	REPAIR LIGHTS -- DEMOTTE
009035	01909	MARSHALL CAVENDISH CORPORATI	330.70	09 APR 90	BOOKS
009036	01910	MARY K. MARTIN	161.16	09 APR 90	MILEAGE & PLA CONFERENCE EXP
009037	01911	NATIONAL GEOGRAPHIC SOCIETY	11.50	09 APR 90	BOOKS
009038	01912	NEWSBANK	25.00	09 APR 90	MICROFICHE STORAGE BOX
009039	01913	NIPSCO	151.98	09 APR 90	UTILITIES -- DEMOTTE
009040	01914	NORTHWESTERN INDIANA TELEPHO	85.47	09 APR 90	TELEPHONE -- DEMOTTE
009041	01915	ODMS DISPOSAL SERVICE INC.	11.50	09 APR 90	TRASH PICK-UP -- DEMOTTE
009042	01916	POSTMASTER	17.00	09 APR 90	P.O. BOX RENTAL -- DEMOTTE
009043	01917	QUILL	391.33	09 APR 90	EQUIPMENT, OFFICE SUP. & JAN
009044	01918	R.R. BOWKER	174.56	09 APR 90	BOOKS
009045	01919	READER'S DIGEST ASSOCIATION	25.40	09 APR 90	SUBSCRIPTIONS -- DEMOTTE & R
009046	01920	SILVER BURDETT PRESS	17.32	09 APR 90	BOOKS
009047	01921	SILVER BURDETT PRESS INC.	32.62	09 APR 90	BOOKS
009048	01922	JILL TACHTIRIS	22.00	09 APR 90	MILEAGE FOR LIBRARY VISITS
009049	01923	UNITED SUPPLY CO. INC.	5.50	09 APR 90	CHENILLE STICKS -- DEM & WHE

CHECK REGISTER

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301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

09 APR 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009050	01924	UNITED TELEPHONE COMPANY	320.08	09 APR 90	TELEPHONE -- RENSSELAER
009051	01925	VAN STRICKLIN	10.00	09 APR 90	REPAIR VIDEOCASSETTE
009052	01926	CHERYL A. WITTY	13.20	09 APR 90	MILEAGE
009053	01928	CHERYL A. WITTY	25.83	09 APR 90	PETTY CASH REIMBURSEMENT --
009054	01929	CHERYL A. WITTY	52.56	09 APR 90	PETTY CASH REIMBURSEMENT --
009055	01930	TEETERS CULLIGAN	39.75	09 APR 90	COOLER RENTAL & WATER
009056	01931	WALLMANN'S	29.17	09 APR 90	JANITORIAL SUPPLIES -- RENSS
009057	01932	LYNN DAUGHERTY	26.00	09 APR 90	REGISTRATION FOR INCOLSA BOA
ADJ. ENTR	01853	JASPER COUNTY PUBLIC LIBRARY	6805.90	19 MAR 90	REDEMPTION OF CD #001-045-70
ADJ. ENTR	01854	JASPER COUNTY PUBLIC LIBRARY	50000.00	19 MAR 90	REDEMPTION OF CD #001-045-70
ADJ. ENTR	01855	JASPER COUNTY PUBLIC LIBRARY	50000.00	19 MAR 90	REDEMPTION OF CD #001-045-70

--TOTAL AMOUNT OF CLAIMS-- 145270.03

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 145270.03. Dated 09 APR 90.

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

MARCH 1990	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	63	64	37
Received	48	52	29
Outstanding	15	12	8
INTRALIBRARY LOANS			
Filled	68	43	76
REGISTRATION			
Borrowers added			
Resident	62	52	22
Non-resident			
fee	9		
Expired cards	40	39	9
Total Registered	12555		
REFERENCE QUESTIONS			
Telephone			
Directional	85	67	85
Reference	106	146	147
In-person			
Directional	160	11	127
Reference	339	317	257
Total	690	541	616
LOCAL HISTORY			
In person	9		
Microfilms used	4		
Letters	2		

DIRECTOR'S REPORT.....March 1990

Meetings attended: Management Team Meeting
 Staff Meeting (reviewed staff visits to
 various libraries)
 Interview with K-V Post News reporter
 4 Building Committee meetings
 Meeting with L.O.M. representative
 INCOLSA Board of Director's Meeting

Other activities: Gutters are now installed.
 Innumerable hours have been spent on
 planning, revising the building
 program
 Vacation- one week

AGENDA.....April 24, 1990
Jasper County Public Library
Board of Trustees.....Rensselaer Library, 7:00 PM

1. Annual meetings of ILA, ALA: Board attendance
2. DeMotte Building Program
3. Rensselaer Building Program
4. Other business

7:00

MAY

AGENDA.....MAY 7, 1990
JCPL BOARD OF TRUSTEES Rensselaer Library, 7 PM

1. Discussion: Feasibility of setting time limit to discussion on a topic
2. Minutes
3. Bills/Financial statements
 - 3.1 Resolution needed: To borrow \$20,000 from Library Improvement Reserve Fund (LIRF) to pay operating fund expenses, the money to be returned to LIRF later this month when money from property tax replacement and certified shares is received.
4. Director's report
5. NILBA meeting (Wednesday, May 30, Ditka's)
6. INCOLSA Board of Directors appointment
7. Wheatfield business
8. DeMotte business
 - 8.1 Request of Jubilee Gospel Center to use DeMotte basement on Sundays for 1 year
 - 8.2 Use of library for Bible study groups (Policy says "meetings of civic, cultural or educational nature". Does this fit the categories?)
 - 8.3 DeMotte building
 - 8.3.1 Meeting schedule w/ LOM
 - 8.3.2 DeMotte Building Committee members
 - 8.3.3 Update on L.O.M. plans for the site
 - 8.3.4 Authorization to proceed with site survey pending favorable decision by KV School Board
9. Rensselaer business
 - 9.1 Discussion of sites

Minutes..... APRIL 9, 1990
Jasper County Public Library Rensselaer Library
Board of Trustees meeting 7:00 PM

Present: Board members Wilbur Doty, Bob Souza, Mary Linda Casey, Wanda Stewart, and Marge Hohner. Staff members: Lynn Daugherty, Director; Bill Moriarty, attorney, Kim Rothenberger, architect.

Minutes: Minutes were approved on a motion by B. Souza, seconded by M. Hohner.

Bills/Financial: The Director was instructed to have financial statements completed and ready to be sent in board packets so that the Board would have time to inspect them prior to the meeting.

The bills and financial records were approved on a motion by M.L. Casey, seconded by B. Souza.

Director's Report: The director reported on her activities during the month and on the circulation reports which showed increased library usage. She noted the hiring of a Branch Librarian for DeMotte/Wheatfield and stated that the new staff member, who has present commitments elsewhere, will begin work by September 4.

Committee Work: The policy revision committee asked the director to gather information on professional salary schedules at other comparably sized libraries in northwest Indiana. She was also directed to begin gathering the information needed by the committee to revise personnel policies. The Budget Committee will begin its work during the coming month.

Meeting Date: A decision was made, on a motion by M. Hohner, seconded by W. Stewart, to change the regular board meetings from the second Monday to the first Monday of each month.

The Board will also have a special meeting on April 30 to discuss the building program for the DeMotte Library since the architect would like to bring rough preliminary drawings to the board in mid-May.

Wheatfield Business: M. Hohner reported on the Wheatfield Friends' efforts to purchase Indiana and U.S. flags, both indoor and outdoor sets, for the Wheatfield Library.

W. Doty expressed concern about pruning and tree and ground cover replacement needs at Wheatfield and DeMotte. The director was instructed to talk to a landscaper about landscape maintenance. W. Doty also noted that regular bi-monthly maintenance of drainage trenches is necessary.

Building Program: D. Kim Rothenberger, architect for L.O.M., commended the library staff on their fact-finding visits, the documentation they presented on these visits, and the time and thought spent in planning for the new buildings.

He noted that he is employed by the Board and discussed various approaches the Board could take in planning for day-to-day decisionmaking during the building project. He stressed his need to

know who had the Board's approval to authorize changes in building plans, etc. when questions or problems arose during the building process. The Board discussed the possibility of appointing a committee to oversee the DeMotte building and a separate committee for Rensselaer. The DeMotte committee would include any interested board members living in the DeMotte or Wheatfield area and the Rensselaer committee, those living in or around Rensselaer. Each committee would also have the Director and two staff members who work at that particular library. No action was taken on forming committees.

K. Rothenberger noted that the Board president and Director would receive a copy of every piece of correspondence associated with the project in order to maintain good communication lines.

He noted that plans for financing the two libraries should begin in May. He noted that cost per square foot includes the building itself and all built-in features and interior decoration, but does not include furnishings.

L. Daugherty then presented board members with copies of the DeMotte and Rensselaer Building Programs which the building program committee had created. A discussion followed concerning the differences between recommendations in the Feasibility Study and in the Building Program and the reasons for these. The additional population served as a result of cross traffic from other areas in the library's district and the use of more specific space formulas were the main reasons for these differences.

B. Moriarty agreed to get the DeMotte property surveyed and to meet with the KV School Board on April 23 to try to obtain the property to the east of the present library.

The meeting was adjourned at 10:15 PM.

AGENDA.....April 24, 1990
Jasper County Public Library
Board of Trustees.....Rensselaer Library, 7:00 PM

1. Annual meetings of ILA, ALA: Board attendance
2. DeMotte Building Program
3. Rensselaer Building Program
4. Other business

MINUTES.....APRIL 24, 1990

Present: Wilbur Doty, Barbara Leestma, Marge Hohner, Miriam Lawyer, Wanda Stewart, Bob Souza, Lynn Daugherty, Charlotte Fagen.

The meeting began with the Director's request that any Board member wishing to attend the Indiana Library Association annual conference notify the Director this week.

A discussion followed concerning the size of the proposed DeMotte building and the monies available to support this building. A motion by B. Leestma to go ahead with DeMotte at the present recommendation and wait to determine Rensselaer until a site is found failed for lack of a second. It was determined that the Board does not wish to make a decision on one building at a time but to consider the necessary sizes of both the Rensselaer and the DeMotte buildings at the same time. They planned to make this decision at the next meeting on Monday, April 30, at 7:00 PM.

The meeting adjourned at 9:30 PM.

MINUTES.....APRIL 30, 1990
JCPL Board of Trustees Rensselaer Library, 7:00 PM

Present: Wilbur Doty, Marge Hohner, Miriam Lawyer, Mary Linda Casey,
Wanda Stewart, Bob Souza, Lynn Daugherty, Charlotte Fagen

The topic of discussion at this meeting was the Building Program for the Rensselaer and DeMotte libraries.

Miriam Lawyer moved that the Board approve a building of approximately 17,000 square feet in DeMotte and postpone a decision on Rensselaer until the proper site is found. The motion was seconded by W. Stewart and passed unanimously.

The Board examined the proposed building program document and amended it to note that construction and remodelling should be done in such a way that the building appear a harmonious whole, rather than an obvious addition. They also requested a decrease in the number of spots prepared for hanging of framed art. A zoned heating system was specified.

A motion made by M. Lawyer, seconded by Mary Linda Casey and passed unanimously directed that a search be made in Rensselaer for a site that would accommodate a 17,000 square foot building.

After further discussion of possible site locations, the Board asked Lynn Daugherty and Wanda Stewart to discuss possible sites with Mayor Wilcox. Daugherty was directed to follow up with researching some locations.

The meeting adjourned at 9:40 PM.

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for MAY 7, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	145086.89	2467.10	49988.55	97565.44
 Gift Funds				
DeMotte	2699.95	150.00	299.68	2550.27
Rensselaer	293.20	365.00	200.00	458.20
Wheatfield	1170.62	0.00	56.81	1113.81
 Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	13626.68	0.00	0.00	13626.68
 ' IRF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 P.E.R.F. Reserve for Insurance	1723.97 271.70	0.00 0.00	1151.12 217.36	572.85 54.34
 TOTAL ALL FUNDS	247964.51	2982.10	51913.52	199033.09

{-----BANK BALANCES-----}

DATE {07 MAY 90}

A1 {BANK ONE CHECKING	}	B1 {	71620.42}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	4216.87}
A5 {DEMOTTE STATE BANK	}	B5 {	8829.92}
A6 {INDIANA FEDERAL	}	B6 {	10123.83}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4242.05}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}

TOTAL		B10{	199033.09}

RECEIPT BREAKDOWN FOR
MAY 7, 1990

FINES and FEES..... 1130.35

DeMotte	378.09
Rensselaer	589.86
Wheatfield	162.40

PHOTOCOPIES..... 627.60

DeMotte	336.35
Rensselaer	221.90
Wheatfield	69.35

CARDS..... 3.00

DeMotte	1.50
Rensselaer	1.50
Wheatfield	0.00

INTEREST..... 656.15

GIFT FUNDS..... 515.00

DeMotte	150.00
Rensselaer	365.00
Wheatfield	0.00

REFUND -- duplicate payment on subscription..... 50.00

TOTAL AMOUNT OF RECEIPTS..... 2982.10

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

07 MAY 90

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11 SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	11915.61	22584.39	35%
1.12 SALARY OF ASSISTANTS	235795.00	.00	235795.00	18481.94	72122.40	163672.60	31%
1.13 WAGES OF JANITORS	9000.00	.00	9000.00	795.00	3417.08	5582.92	38%
1.21 EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1678.72	6690.38	13109.62	34%
1.22 UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	258.05	305.18	1694.82	15%
1.23 EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	3878.98	3878.98	11121.02	26%
1.24 EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	294.30	294.30	18705.70	2%
1.31 OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11 OFFICIAL RECORDS	750.00	.00	750.00	6.83	132.58	617.42	18%
2.12 STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
2.13 OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	64.60	415.80	2834.20	13%
2.21 CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	212.78	743.12	3156.88	19%
2.22 UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00	0%
2.31 BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	55.48	694.52	7%
2.33 REPAIR PARTS	250.00	.00	250.00	18.17	18.17	231.83	7%
2.41 LIBRARY SUPPLIES	8000.00	.00	8000.00	1197.66	2802.20	5197.80	35%
2.42 OTHER SUPPLIES	2000.00	.00	2000.00	.00	492.70	1507.30	25%
3.11 CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12 ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	.00	.00	3500.00	0%
3.13 LEGAL SERVICES	1000.00	.00	1000.00	.00	990.00	10.00	99%
3.14 OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	357.50	797.50	202.50	80%
.21 TELEPHONE	9000.00	.00	9000.00	594.93	2865.06	6134.94	32%
3.22 POSTAGE	3000.00	.00	3000.00	275.00	963.11	2036.89	32%
3.23 TRAVELING EXPENSE	6000.00	.00	6000.00	221.80	877.70	5122.30	15%
3.24 PROFESSIONAL MEETINGS	7250.00	.00	7250.00	181.78	858.39	6391.61	12%
3.25 FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	74.70	422.45	577.55	42%
3.32 OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41 OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42 OTHER INSURANCE	7000.00	.00	7000.00	4271.00	4557.00	2443.00	65%
3.51 GAS	7000.00	.00	7000.00	409.65	2962.29	4037.71	42%
3.52 ELECTRICITY	18000.00	.00	18000.00	910.32	3861.48	14138.52	21%
3.53 WATER	500.00	.00	500.00	4.85	80.42	419.58	16%
3.54 WASTE DISPOSAL SERVICES	500.00	.00	500.00	10.30	63.26	436.74	13%
3.61 BUILDING & STRUCTURES	4500.00	.00	4500.00	102.00	3019.34	1480.66	67%
3.62 EQUIPMENT	1000.00	.00	1000.00	.00	118.32	881.68	12%
3.72 EQUIPMENT	1000.00	.00	1000.00	.00	217.64	782.36	22%
3.91 DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94 TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95 LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	11.50	2157.53	4842.47	31%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1 LAND	500.00	.00	500.00	.00	800.00	-300.00	160%
4.4 FURNITURE & EQUIPMENT	12000.00	.00	12000.00	235.45	3594.49	8405.51	30%
4.51 BOOKS	115000.00	.00	115000.00	9648.69	20702.93	94297.07	18%
4.52 PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	919.70	11385.51	4114.49	73%
.53 NONPRINTED MATERIALS	12500.00	.00	12500.00	1776.88	3796.57	8703.43	30%
4.61 BOOKS ENCUMBERED	19423.18	.00	19423.18	428.81	11711.64	7711.54	60%
4.65 NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
-TOTAL-	635698.22	.00	635698.22	49988.55	186878.87	448819.35	29%

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

07 MAY 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000592	1958	PAULA BAUGH	187.85	13 APR 90	PAYROLL
000593	1934	JULIE BRAY	544.01	13 APR 90	PAYROLL
000594	1944	GLENDA BROWN	368.26	13 APR 90	PAYROLL
000595	1959	RENEE CARR	227.00	13 APR 90	PAYROLL
000596	1954	MARK CASSELLO	53.93	13 APR 90	PAYROLL
000597	1953	LYNN DAUGHERTY	917.85	13 APR 90	PAYROLL
000598	1941	MARY DUGGLEBY	339.57	13 APR 90	PAYROLL
000599	1957	DEBRA EISERT	683.03	13 APR 90	PAYROLL
000600	1935	CHARLOTTE FAGEN	589.86	13 APR 90	PAYROLL
000601	1945	HEIRONIMUS, CHERYL	107.40	13 APR 90	PAYROLL
000602	1946	ROSE HOWARD	240.15	13 APR 90	PAYROLL
000603	1947	MAIA KINGMAN	100.21	13 APR 90	PAYROLL
000604	1948	DIANA KOBY	41.70	13 APR 90	PAYROLL
000605	1939	JOAN KOPANDA	266.12	13 APR 90	PAYROLL
000606	01933	MARY K. MARTIN	680.82	13 APR 90	PAYROLL
000607	1949	RYAN MORELAND	77.03	13 APR 90	PAYROLL
000608	1955	KRISTIN MORIARTY	61.25	13 APR 90	PAYROLL
000609	1956	ERICA MURRAY	49.04	13 APR 90	PAYROLL
000610	1942	KATHLEEN PADGITT	325.31	13 APR 90	PAYROLL
000611	1943	BONNIE POWELL	265.38	13 APR 90	PAYROLL
000612	1936	SHARON SCHULENBERG	398.29	13 APR 90	PAYROLL
000613	1950	EILEEN SPURGEON	116.36	13 APR 90	PAYROLL
000614	1937	JILL TACHTIRIS	396.24	13 APR 90	PAYROLL
000615	1951	ELIZABETH THONE	120.47	13 APR 90	PAYROLL
000616	1960	AMBER WARRAN	189.16	13 APR 90	PAYROLL
000617	1940	DIANE WIERS	313.18	13 APR 90	PAYROLL
000618	1938	CHERYL WITTY	433.70	13 APR 90	PAYROLL
000619	1952	DANIEL L. WITTY	139.83	13 APR 90	PAYROLL
000620	1992	PAULA BAUGH	169.02	30 APR 90	PAYROLL
000621	1995	PAULA L. BAUGH	40.10	30 APR 90	PAYROLL
000622	1969	JULIE BRAY	544.01	30 APR 90	PAYROLL
000623	1979	GLENDA BROWN	368.26	30 APR 90	PAYROLL
000624	1993	RENEE CARR	227.00	30 APR 90	PAYROLL
000625	1989	MARK CASSELLO	76.80	30 APR 90	PAYROLL
000626	1988	LYNN DAUGHERTY	917.85	30 APR 90	PAYROLL
000627	1976	MARY DUGGLEBY	339.57	30 APR 90	PAYROLL
000628	1991	DEBRA EISERT	683.03	30 APR 90	PAYROLL
000629	1970	CHARLOTTE FAGEN	589.86	30 APR 90	PAYROLL
000630	1980	HEIRONIMUS, CHERYL	46.99	30 APR 90	PAYROLL
000631	1981	ROSE HOWARD	203.67	30 APR 90	PAYROLL
000632	1982	MAIA KINGMAN	76.66	30 APR 90	PAYROLL
000633	1983	DIANA KOBY	76.81	30 APR 90	PAYROLL
000634	1974	JOAN KOPANDA	266.12	30 APR 90	PAYROLL
000635	01968	MARY K. MARTIN	680.82	30 APR 90	PAYROLL
000636	1984	RYAN MORELAND	65.13	30 APR 90	PAYROLL
000637	1990	ERICA MURRAY	79.57	30 APR 90	PAYROLL
000638	1977	KATHLEEN PADGITT	325.31	30 APR 90	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

07 MAY 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000640	1971	SHARON SCHULENBERG	398.29	30 APR 90	PAYROLL
000641	1985	EILEEN SPURGEON	77.57	30 APR 90	PAYROLL
000642	1972	JILL TACHTIRIS	396.24	30 APR 90	PAYROLL
000643	1986	ELIZABETH THONE	105.82	30 APR 90	PAYROLL
000644	1994	AMBER WARRAN	213.23	30 APR 90	PAYROLL
000645	1975	DIANE WIERS	313.18	30 APR 90	PAYROLL
000646	1973	CHERYL WITTY	433.70	30 APR 90	PAYROLL
000647	1987	DANIEL L. WITTY	72.55	30 APR 90	PAYROLL
009058	1961	BANK ONE	2843.08	13 APR 90	FICA & FED TAXES WITHHELD 13
009059	01962	INDIANA DEFERRED COMPENSATIO	72.50	13 APR 90	WITHHELD FROM 13 APR 90 PAYR
009060	01963	SECURITY COURIERS, INC.	357.50	16 APR 90	TRANSPORT BETWEEN LIBRARIES
009061	01964	FRANK B. HALL CONSULTING CO.	566.00	16 APR 90	MEDICAL INSURANCE -- 6 MONTH
009062	01965	NIPSCO	583.48	16 APR 90	WHEATFIELD UTILITIES
009063	01966	UNITED TELEPHONE COMPANY	117.41	16 APR 90	WHEATFIELD TELEPHONE
009064	01967	AT&T	83.98	16 APR 90	DEMOTTE TELEPHONE
009065	1996	NIALSA	10.00	24 APR 90	BUDGET WORKSHOP REGISTRATION
009066	01998	PUBLIC EMPLOYEES' RETIREMENT	5602.95	24 APR 90	QUARTERLY PAYMENT FOR 1ST QU
009067	01999	INDIANA DEPT. OF EMPLOYMENT	258.05	24 APR 90	1ST QUARTER PAYMENT FOR 1990
009068	02000	BANK ONE	2801.32	30 APR 90	FICA & FED TAX WITHHELD 30 A
009069	02001	INDIANA DEPARTMENT OF REVENU	920.19	30 APR 90	ST. & CO. TAX WITHHELD APRIL
009070	02002	INDIANA DEFERRED COMPENSATIO	72.50	30 APR 90	WITHHELD FROM 30 APR 90 PAYR
009072	02003	A.E. BOYCE CO., INC.	6.83	07 MAY 90	CERT. REPORT OF NAMES, ETC.
009073	02004	ACE HARDWARE	26.42	07 MAY 90	JANITORIAL SUP. -- DEMOTTE
009074	02005	AMERICAN LIBRARY ASSOCIATION	81.99	07 MAY 90	AD FOR BRANCH LIB. & BOOKS
009075	02006	ASSOCIATED LIBRARIES, INC.	2013.89	07 MAY 90	BOOKS
009076	02007	BAKER & TAYLOR	240.34	07 MAY 90	BOOKS
009077	02008	BAKER & TAYLOR	5318.35	07 MAY 90	BOOKS
009078	02009	BAKER & TAYLOR	600.75	07 MAY 90	BOOK LEASING SERVICE
009079	02010	BRODART CO.	1110.00	07 MAY 90	SYSDAC CARDS
009080	02011	CHILDRENS PRESS	314.56	07 MAY 90	BOOKS
009081	02012	CITY OF RENSSELAER	328.68	07 MAY 90	RENSSELAER UTILITIES
009082	02013	COAST TO COAST	5.39	07 MAY 90	MOWER BLADE -- WHEATFIELD
009083	02014	CONGRESSIONAL QUARTERLY INC.	314.00	07 MAY 90	SUBSCRIPTION -- RENSSELAER
009084	02015	CONSTRUCTIVE PLAYTHINGS	71.55	07 MAY 90	TOYS -- WHEAT. & CRATES -- C
009085	02016	DAVID DEVRIES	50.00	07 MAY 90	WASHED WINDOWS -- DEMOTTE
009086	02017	DEMCO	660.85	07 MAY 90	PROCESS. SUP., EQUIPMENT, LI
009087	02018	EBSCO SUBSCRIPTION SERVICES	39.00	07 MAY 90	SUBSCRIPTION -- RENSSELAER
009088	02019	EDUCATION RECORD CENTER	147.80	07 MAY 90	RECORDS
009089	02020	FACTS ON FILE, INC.	505.17	07 MAY 90	BOOKS
009090	02021	CHARLOTTE FAGEN	33.48	07 MAY 90	MILEAGE & PRIZES FOR MEDIA M
009091	02022	FAGEN PHARMACY	9.38	07 MAY 90	BATTERIES -- WHEATFIELD
009092	02023	FAGEN PHARMACY	16.18	07 MAY 90	FILM FOR LIBRARY VISITS
009093	02024	H. W. WILSON COMPANY	546.00	07 MAY 90	SUBSCRIPTIONS
009094	02025	HARVEY'S	12.84	07 MAY 90	CRAFT & LIB. SUP. - CHILDREN
009095	02026	HERITAGE OFFICE PRODUCTS, IN	69.10	07 MAY 90	OFFICE SUPPLIES & RUBBER STA
009096	02028	HERB MOYER	335.46	07 MAY 90	BOOKS
009097	02029	INGRAM	1077.87	07 MAY 90	VIDEOCASSETTES

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

07 MAY 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009099	02031	K.V.ELECTRIC	44.50	07 MAY 90	REPAIR LIGHTS -- DEMOTTE
009100	02032	LIBRARY VIDEO COMPANY	129.49	07 MAY 90	VIDEOCASSETTES
009101	02033	LYNN DAUGHERTY	900.55	07 MAY 90	FILM DEVELOP.--9.57; BOOKS--
009102	02034	MACMILLAN PUBLISHING CO.	161.00	07 MAY 90	BOOKS
009103	02035	MICK'S REPAIR SHOP	12.78	07 MAY 90	MOWER BLADE -- WHEATFIELD
009104	02036	MUSIC WHOLESALERS	206.00	07 MAY 90	COMPACT DISCS
009105	02037	NIPSCO	422.96	07 MAY 90	DEMOTTE UTILITIES
009106	02038	NORTHWESTERN INDIANA TELEPHO	78.12	07 MAY 90	DEMOTTE TELEPHONE
009107	02039	NEUROLOGY LEARNING CENTER	33.45	07 MAY 90	BOOKS
009108	02040	OJSERKIS	142.29	07 MAY 90	JANITORIAL SUPPLIES
009109	02041	OOMS DISPOSAL SERVICE INC.	11.50	07 MAY 90	TRASH PICK-UP--DEMOTTE
009110	02042	POSTMASTER GENERAL	275.00	07 MAY 90	POSTAGE
009111	02043	R W POOL CO., INC.	44.07	07 MAY 90	JANITORIAL SUP. -- DEMOTTE &
009112	02044	SILVER BURDETT PRESS INC.	93.72	07 MAY 90	BOOKS
009113	02045	TOWN & COUNTRY MUTUAL INS. C	4271.00	07 MAY 90	INSURANCE -- BUILDING & CONT
009114	02046	THE TIMES	20.70	07 MAY 90	NEWSPAPER -- DEMOTTE
009115	02047	TREASURER OF THE STATE OF IN	20.00	07 MAY 90	BOOKS
009116	02048	TYLER PADGITT	7.50	07 MAY 90	BAILING WATER OUT OF RENSSSEL
009117	02049	UNIVERSITY PRODUCTS, INC.	159.30	07 MAY 90	VIDEOCASSETTE CASES
009118	02050	KATHLEEN ZMUDA	32.00	07 MAY 90	AUDIOCASSETTES
009119	02051	UNITED TELEPHONE COMPANY	315.42	07 MAY 90	RENSSELAER TELEPHONE

--TOTAL AMOUNT OF CLAIMS-- 51913.52

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 51913.52. Dated 07 MAY 90.

_____	_____
_____	_____
_____	_____
_____	_____

SALARIES 1990: ADDENDA

March 12, 1990

	Annual	Hourly	Hrs Worked	Per Pay
CHARLOTTE FAGEN	\$18,000	\$8.65	40	\$750

It is noted that this change in salary is temporary and covers only that period of time before a new DeMotte/Wheatfield Branch Librarian begins employment.

William J. Doty
Kenda Stewart
Mary Guda Carey
Robert Souza
Miriam Sawyer
Marge Hohner
Barbara Best Ma

DIRECTOR'S REPORT
MAY 7, 1990

Meetings: ILFVS (video service) Board Meeting (Indianapolis)
Indiana Bond Bank meeting (Merrillville)
Staff meeting
Management meeting
NIALSA annual meeting (Chesterton)
KV School Board meeting
2 special library board meetings
Chamber of Commerce meeting

Other activities: Planned & administered Media Minds Creative
Writing Contest with Sylvia Feicht
Book talk to two classes: KVHS
Took Lowell Friends of the Library on
evening tour of Wheatfield Library
WRIN - 15 min. interview
1 job evaluation
KV Rotary Club speech
Worked with Building Program document
Worked on Rensselaer building site location
Other administrative duties

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
APRIL 1990	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	53	53	55	54	1690	75	75			1319	42	42	4	4	836
Non-Fiction	122	103	37	31	1783	105	97	33	33	1071	60	51	7	7	486
CHILDREN'S BK															
Fiction	41	41			1744	30	30	7	7	1686	18	18	1	1	638
Non-fiction	64	49			765	60	42			554	34	16			212
MAGAZINES															
Adult					719					574					296
Children															
GRAPHIC MATER'L															
					118										
Puzzles,Prints, Games,Filmstrip															9
BUND R'CRDGS															
			1	1	58					89	18	18			131
PAMPHLETS	200	200	5	5	716					49					22
VHS's			20	20	818	20	20	2	2	613	20	20			1043
EQUIPMENT					2										1
TOTAL	480	446	111	111	8413	290	264	42	42	5955	192	165	12	12	3674
XX															
PERCENT															
Increase					17%					4%					32%
Decrease															
END OF MONTH:															
RENSSELAER					DEMOTTE					WHEATFIELD					
TOTAL MATERIALS					19982					15574					
OWNED															
TOTAL TITLES					18788					14634					
OWNED															
XX															
MONTHLY SYSTEM STATISTICS															
Circulation					15704					18042					15%
Daily Average															
January to date															
Total Circulation					67719					75729					12%
Rensselaer day 337															
Demotte day 238															
Wheatfield day 147															

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT FOR APRIL 1990

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers:				12555
Residents added:	103	86	45	
Nonresidents added:	8			
Expired cards:	69	39	12	
Total Registered	43	47	33	12676
REFERENCE QUESTIONS				
Telephone				
Directional	66	53	79	
Reference	163	110	68	
In-person				
Directional	171	17	76	
Reference	446	328	141	
Total	846	508	364	
INTRALIB.LOAN ITEMS SENT	88	38	71	
LOCAL HISTORY				
In person	4			
Microfilms used	3			
Letters	5			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	72		92	
Software used	118		140	
VCR Use				
Microforms	61			
Other				
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	103	85	15	
Items rec'd for:	65	64	15	
Items outstanding:	38	21	0	
Items from Ind. libs.				
Items requested by other libraries				
Items supplied to other libraries				
Info requests answd for other libs				
Info requests sent				

JUNE

AGENDA.....June 4, 1990
Monthly Meeting Rensselaer Library
Board of Trustees 7:00 PM
Jasper County Public Library

1. Minutes
2. Bills/Financial reports
 - 2.1 Bills to be allowed/Paychecks
 - 2.2 Financial statements
 - 2.3 Resolution for investment of operating funds
3. Director's report
 - 3.1 Circulation
 - 3.2 Activities
 - 3.3 Branch Librarian update
 - 3.4 FAX usage report
4. Board Committee Work
 - 4.1 Budget Committee
 - 4.2 Policy Review Committee
5. Five year plan: report of accomplishments
6. Wheatfield Business
 - 6.1 Flagpole
 - 6.2 Tree trimming
 - 6.3 Roof drainage problems
7. DeMotte Business
 - 7.1 Weekly meeting: Overeaters Anonymous
 - 7.2 Hubers property
8. Rensselaer Business
9. Timetable for hiring of Construction Supervisor
10. Adjournment
11. EXECUTIVE SESSION: TO DISCUSS PURCHASE OF REAL PROPERTY
Bill Moriarty present

MINUTES.....May 8, 1990
JCPL Board Meeting

Present: M.L. Casey, M. Hohner, W. Stewart, B. Souza, W. Doty, M. Lawyer, B. Leestma, L. Daugherty

Setting discussion time limits: The Board concurred that care should be taken not to digress from the subject at hand, but no consensus was reached that time limits should be set.

Minutes: The minutes of past meetings were approved on a motion by Wanda Stewart, seconded by Marge Hohner. Mary Linda Casey requested information on the use of the FAX machine. The Director promised to provide a report at the next Board meeting.

Bills/Financial Statements: The bills and financial statements were approved, including an additional bill for \$7200 for payment on the newly approved DeMotte land, upon a motion by Miriam Lawyer, seconded by Barbara Leestma.

INCOLSA appointment: The board voted to approve Mary K. Martin as the library's representative on the INCOLSA Board of Directors, on a motion by B. Leestma, seconded by Bob Souza.

Wheatfield business: The director was asked to look into solutions for the drainage problem at the Wheatfield Library. She was directed to get a second bid on the tree trimming at Wheatfield, and then accept the lower bid.

DeMotte business: On a motion by M. Lawyer, seconded by M. Hohner, the Board agreed to allow the Jubilee Gospel Center to meet in the DeMotte Library on Sundays for a trial three month period, subject to the requirements and restrictions spelled out in the Meeting Room Agreement.

In the matter of adult groups requesting weekly use of the meeting rooms, the Board requested that the staff adhere to the policy of seeking Board approval before permission is given.

The Director was instructed to inquire into the purchase of a small plot of land adjoining the library's property and the school property in DeMotte.

The Director was instructed to proceed with a site survey of the DeMotte property if the Board is successful in obtaining the school property adjoining the library site, on a motion by M. L. Casey, seconded by M. Lawyer.

It was agreed that M. Hohner or M. Lawyer will attend the May 14 school board meeting with the Director if Wil Doty is not able to do so.

Rensselaer site: B. Souza moved that Lynn Daugherty be directed to look into the purchase of possibly 2 acres of land at Grove Street and Sparling. The Board would then make a purchase decision on the basis of the affordability of the land and the consensus of the Board on the

purchase of said land. Miriam seconded the motion which was then passed.

The Director was given permission to attend a two day workshop on selecting and implementing an automation system at the University of Wisconsin in Madison on July 18 and July 19.

The meeting was adjourned at 9:10 PM on a motion by B. Souza, seconded by M. Lawyer.

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for JUNE 4, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	97565.44	63782.60	42723.28	118624.76
 Gift Funds				
DeMotte	2550.27	75.00	0.00	2625.27
Rensselaer	458.20	11.37	0.00	469.57
Wheatfield	1113.81	0.00	515.00	598.81
 Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	13626.68	0.00	4350.00	9276.68
 LIRF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 Reciprocal Borrowing Fund	0.00	283.00	0.00	283.00
 P.E.R.F.	572.85	0.00	-571.82	1144.67
Reserve for Insurance	54.34	0.00	-54.34	108.68
 TOTAL ALL FUNDS	199033.09	64151.97	46962.12	216222.94

{-----BANK BALANCES-----}

DATE {04 JUN 90}

A1 {BANK ONE CHECKING	}	B1 {	168226.46}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	16145.89}
A5 {DEMOTTE STATE BANK	}	B5 {	15053.61}
A6 {INDIANA FEDERAL	}	B6 {	12533.63}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4263.35}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10{	216222.94}

RECEIPT BREAKDOWN FOR
JUNE 4, 1990

FINES and FEES..... 1060.05

DeMotte	371.28
Rensselaer	393.92
Wheatfield	294.85

PHOTOCOPIES..... 635.82

DeMotte	264.80
Rensselaer	249.72
Wheatfield	121.30

CARDS..... 18.50

DeMotte	2.50
Rensselaer	12.50
Wheatfield	3.50

INTEREST..... 2625.73

GIFT FUNDS..... 86.37

DeMotte	75.00
Rensselaer	11.37
Wheatfield	0.00

REFUND -- INCOLSA cancelled micro workshop..... 20.00

LOCAL OPTION TAX..... 59422.50

Certified Shares	53535.50
Property Tax Rep.	5887.00

RECIPROCAL BORROWING FUND..... 283.00

TOTAL AMOUNT OF RECEIPTS..... 64151.97

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

04 JUN 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	14582.27	19917.73	42%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	18415.27	90537.67	145257.33	38%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	797.50	4214.58	4785.42	47%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1673.81	8364.19	11435.81	42%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	305.18	1694.82	15%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	3878.98	11121.02	26%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	116.65	410.95	18589.05	2%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	374.89	507.47	242.53	68%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	188.00	188.00	812.00	19%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	219.33	635.13	2614.87	20%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	494.88	1238.00	2662.00	32%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00	0%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	4.18	59.66	690.34	8%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	18.17	231.83	7%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	224.67	3026.87	4973.13	38%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	103.09	595.79	1404.21	30%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	577.50	577.50	2922.50	17%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	407.50	1397.50	-397.50	140%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	797.50	202.50	80%
3.21	TELEPHONE	9000.00	.00	9000.00	166.99	3032.05	5967.95	34%
3.22	POSTAGE	3000.00	.00	3000.00	28.40	991.51	2008.49	33%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	176.40	1054.10	4945.90	18%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	299.62	1158.01	6091.99	16%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	68.50	490.95	509.05	49%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4557.00	2443.00	65%
3.51	GAS	7000.00	.00	7000.00	205.42	3167.71	3832.29	45%
3.52	ELECTRICITY	18000.00	.00	18000.00	597.62	4459.10	13540.90	25%
3.53	WATER	500.00	.00	500.00	19.01	99.43	400.57	20%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	22.26	85.52	414.48	17%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	75.46	3094.80	1405.20	69%
3.62	EQUIPMENT	1000.00	.00	1000.00	289.91	408.23	591.77	41%
3.72	EQUIPMENT	1000.00	.00	1000.00	49.80	267.44	732.56	27%
3.91	DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	161.50	2319.03	4680.97	33%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	7200.00	8000.00	-7500.00	160%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	307.95	3902.44	8097.56	33%
4.51	BOOKS	115000.00	.00	115000.00	5429.88	26132.81	88867.19	23%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	806.66	12192.17	3307.83	79%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	498.47	4295.04	8204.96	34%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	55.50	11767.14	7656.04	61%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	42723.28	229602.15	406096.07	36%

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000648	2076	PAULA BAUGH	156.48	15 MAY 90	PAYROLL
000649	2079	PAULA L. BAUGH	96.92	15 MAY 90	PAYROLL
000650	2053	JULIE BRAY	544.01	15 MAY 90	PAYROLL
000651	2063	GLENDA BROWN	368.26	15 MAY 90	PAYROLL
000652	2077	RENEE CARR	227.00	15 MAY 90	PAYROLL
000653	2073	MARK CASSELLO	60.18	15 MAY 90	PAYROLL
000654	2072	LYNN DAUGHERTY	917.85	15 MAY 90	PAYROLL
000655	2060	MARY DUGGLEBY	339.57	15 MAY 90	PAYROLL
000656	2075	DEBRA EISERT	683.03	15 MAY 90	PAYROLL
000657	2054	CHARLOTTE FAGEN	589.86	15 MAY 90	PAYROLL
000658	2064	HEIRONIMUS, CHERYL	81.74	15 MAY 90	PAYROLL
000659	2065	ROSE HOWARD	203.67	15 MAY 90	PAYROLL
000660	2066	MAIA KINGMAN	68.01	15 MAY 90	PAYROLL
000661	2067	DIANA KODY	70.22	15 MAY 90	PAYROLL
000662	2058	JOAN KOPANDA	266.12	15 MAY 90	PAYROLL
000663	02052	MARY K. MARTIN	680.82	15 MAY 90	PAYROLL
000664	2068	RYAN MORELAND	65.13	15 MAY 90	PAYROLL
000665	2074	ERICA MURRAY	49.08	15 MAY 90	PAYROLL
000666	2061	KATHLEEN PADGITT	325.31	15 MAY 90	PAYROLL
000667	2062	BONNIE POWELL	265.38	15 MAY 90	PAYROLL
000668	2055	SHARON SCHULENBERG	398.29	15 MAY 90	PAYROLL
000669	2069	EILEEN SPURGEON	77.57	15 MAY 90	PAYROLL
000670	2056	JILL TACHTIRIS	396.24	15 MAY 90	PAYROLL
000671	2070	ELIZABETH THONE	132.72	15 MAY 90	PAYROLL
000672	2078	AMBER WARRAN	189.16	15 MAY 90	PAYROLL
000673	2059	DIANE WIERS	313.18	15 MAY 90	PAYROLL
000674	2057	CHERYL WITTY	433.70	15 MAY 90	PAYROLL
000675	2071	DANIEL L. WITTY	127.08	15 MAY 90	PAYROLL
000676	2109	PAULA BAUGH	165.88	31 MAY 90	PAYROLL
000677	2112	PAULA L. BAUGH	73.52	31 MAY 90	PAYROLL
000678	2086	JULIE BRAY	544.01	31 MAY 90	PAYROLL
000679	2096	GLENDA BROWN	368.26	31 MAY 90	PAYROLL
000680	2110	RENEE CARR	227.00	31 MAY 90	PAYROLL
000681	2106	MARK CASSELLO	76.80	31 MAY 90	PAYROLL
000682	2105	LYNN DAUGHERTY	917.85	31 MAY 90	PAYROLL
000683	2093	MARY DUGGLEBY	339.57	31 MAY 90	PAYROLL
000684	2108	DEBRA EISERT	683.03	31 MAY 90	PAYROLL
000685	2087	CHARLOTTE FAGEN	589.86	31 MAY 90	PAYROLL
000686	2097	HEIRONIMUS, CHERYL	53.94	31 MAY 90	PAYROLL
000687	2098	ROSE HOWARD	221.91	31 MAY 90	PAYROLL
000688	2099	MAIA KINGMAN	85.29	31 MAY 90	PAYROLL
000689	2100	DIANA KODY	70.22	31 MAY 90	PAYROLL
000690	2091	JOAN KOPANDA	266.12	31 MAY 90	PAYROLL
000691	02085	MARY K. MARTIN	680.82	31 MAY 90	PAYROLL
000692	2101	RYAN MORELAND	73.77	31 MAY 90	PAYROLL
000693	2107	ERICA MURRAY	60.18	31 MAY 90	PAYROLL
000694	2094	KATHLEEN PADGITT	325.31	31 MAY 90	PAYROLL
000695	2095	BONNIE POWELL	265.38	31 MAY 90	PAYROLL

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000696	2088	SHARON SCHULENBERG	398.29	31 MAY 90	PAYROLL
000697	2102	EILEEN SPURGEON	77.57	31 MAY 90	PAYROLL
000698	2089	JILL TACHTIRIS	396.24	31 MAY 90	PAYROLL
000699	2103	ELIZABETH THONE	120.47	31 MAY 90	PAYROLL
000700	2111	AMBER WARRAN	189.16	31 MAY 90	PAYROLL
000701	2092	DIANE WIERS	313.18	31 MAY 90	PAYROLL
000702	2090	CHERYL WITTY	433.70	31 MAY 90	PAYROLL
000703	2104	DANIEL L. WITTY	112.13	31 MAY 90	PAYROLL
009120	2080	DONALD L. & URSULA BECKMAN	7200.00	07 MAY 90	PURCHASE LAND FOR DEMOTTE BU
009121	02081	BANK ONE	2795.08	15 MAY 90	FICA & FED TAX WITHHELD 15 M
009122	02082	INDIANA DEFERRED COMPENSATIO	72.50	15 MAY 90	WITHHELD FROM 15 MAY 90 PAYR
009123	02083	NIPSCO	546.09	15 MAY 90	WHEATFIELD UTILITIES
009124	02084	UNITED TELEPHONE COMPANY	114.86	15 MAY 90	WHEATFIELD TELEPHONE
009125	2113	BANK ONE	2811.74	31 MAY 90	FICA & FED TAX WITHHELD 31 M
009126	02115	INDIANA DEFERRED COMPENSATIO	72.50	31 MAY 90	WITHHELD FROM 31 MAY 90 PAYR
009127	02116	IND. DEPARTMENT OF REVENUE	919.22	31 MAY 90	STATE & COUNTY TAX WITHHELD
009128	02118	AT&T	52.13	31 MAY 90	DEMOTTE TELEPHONE
009129	02119	CITY OF RENSSELAER	298.22	31 MAY 90	RENSSELAER UTILITIES
009130	02120	LAKE COUNTY PUBLIC LIBRARY	107.70	31 MAY 90	REGISTRATION FOR NILBA MEETI
009131	02121	FIRST OF AMERICA BANK	11488.78	31 MAY 90	DEPOSITORY DISTRIBUTION
009132	02122	DEMOTTE STATE BANK	5476.46	31 MAY 90	DEPOSITORY DISTRIBUTION
009133	02123	INDIANA FEDERAL	2409.80	31 MAY 90	DEPOSITORY DISTRIBUTION
009134	02125	A.E. BOYCE CO., INC.	374.89	04 JUN 90	VENDOR CHECKS
009135	02126	ACE HARDWARE	38.05	04 JUN 90	LIBRARY & JANITORIAL SUP. &
009136	02127	AMERICAN LIBRARY ASSOCIATION	116.65	04 JUN 90	MEDICAL INSURANCE -- WIERS
009137	02128	APOLLO ENGINEERING, INC.	398.80	04 JUN 90	FLOURESCENT BULBS -- RENSS
009138	02129	ASSOCIATED LIBRARIES, INC.	36.77	04 JUN 90	BOOKS
009139	02130	BAKER & TAYLOR	175.51	04 JUN 90	BOOKS
009140	02131	BAKER & TAYLOR	3481.99	04 JUN 90	BOOKS
009141	02132	BAKER & TAYLOR	600.75	04 JUN 90	LEASE PROGRAM
009142	02133	BANK ONE, INDIANAPOLIS, NA	4350.00	04 JUN 90	WHEATFIELD BOND PAYMENT
009143	02134	BETTER BOOKS COMPANY	90.71	04 JUN 90	BOOKS
009144	02135	BIERMA HARDWARE	4.18	04 JUN 90	CAULK -- WHEATFIELD
009145	02136	BRODART CO.	79.60	04 JUN 90	SYSDAC TAPE
009146	02137	CAMPBELL PRINTING COMPANY	208.00	04 JUN 90	ENVELOPES & TYPE SET AD FOR
009147	02138	CHARLOTTE FAGEN	73.72	04 JUN 90	MILEAGE & SUMMER READING PRI
009148	02139	DAVIDSON TITLES INC.	22.52	04 JUN 90	BOOKS
009149	02140	DEMCO	752.88	04 JUN 90	RIBBONS, LABELS, CD SUPPLIES
009150	02143	DEYOUNG PLUMB, HTG, & AIR CO	259.91	04 JUN 90	AC & BOILER SERVICE -- RENSS
009151	02144	DICK JOLINK	60.00	04 JUN 90	MOWING AT DEMOTTE
009152	02146	DUMAS, MORIARTY & DUMAS	50.00	04 JUN 90	RECORDING & ABSTRACT FEES
009153	02147	EBSCO SUBSCRIPTION SERVICES	13.51	04 JUN 90	SUBSCRIPTIONS
009154	02148	FACTS ON FILE, INC.	208.87	04 JUN 90	BOOKS
009155	02149	FAGEN PHARMACY	6.74	04 JUN 90	LIBRARY VISIT PICTURES
009156	02150	GALE RESEARCH INC.	74.70	04 JUN 90	BOOKS
009157	02151	H. W. WILSON COMPANY	180.00	04 JUN 90	BOOKS
009158	02152	HARVEY'S	17.17	04 JUN 90	CRAFT SUP., TAPE, & LIGHT BU
009159	02153	HERITAGE OFFICE PRODUCTS, IN	56.50	04 JUN 90	OFFICE SUPPLIES & COPY PAPER

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009160	02154	INGRAM	185.08	04 JUN 90	VIDEOCASSETTES
009161	02155	JOHN BOTSFORD BOOK COMPANY	134.56	04 JUN 90	BOOKS
009162	02156	K.V.ELECTRIC	39.50	04 JUN 90	REPLACE LIGHTS AT DEMOTTE
009163	02157	KANKAKEE VALLEY POST NEWS	48.50	04 JUN 90	ADVERTISING
009164	02158	LIBRARY VIDEO COMPANY	22.83	04 JUN 90	VIDEOCASSETTE
009165	02159	THE L.O.M. CORPORATION	577.50	04 JUN 90	ARCHITECTURAL SERVICES--DEM
009166	02160	MACMILLAN PUBLISHING CO.	57.86	04 JUN 90	BOOKS
009167	02161	MARY K. MARTIN	87.40	04 JUN 90	MILEAGE
009168	02162	MATHIS PUMP REPAIR & TRENCH	35.96	04 JUN 90	REPAIR BASEMENT MENS STOOL--
009169	02163	MITCHELL	289.80	04 JUN 90	BOOKS
009170	02164	NATIONAL GEOGRAPHIC SOCIETY	99.85	04 JUN 90	BOOKS
009171	02165	DOMS DISPOSAL SERVICE INC.	11.50	04 JUN 90	TRASH PICK-UP--DEMOTTE
009172	02166	DRYX PRESS	31.49	04 JUN 90	BOOKS
009173	02167	PHILIP HOWARD	90.00	04 JUN 90	MOWING & YARD WORK -- WHEATF
009174	02168	POST TRIBUNE	135.20	04 JUN 90	NEWSPAPER -- DEMOTTE
009175	02169	QUILL	166.00	04 JUN 90	OFFICE SUP., COPY PAPER, TRA
009176	02170	R W POOL CO., INC.	42.58	04 JUN 90	PAPER TOWELS -- RENSSELAER
009177	02171	SECURITY COURIERS, INC.	357.50	04 JUN 90	TRANSPORT BETWEEN BRANCHED A
009178	02173	SOCIAL ISSUES RESOURCES SERI	608.00	04 JUN 90	SUBSCRIPTION
009179	02174	TEETERS CULLIGAN	49.80	04 JUN 90	COOLER RENTAL
009180	02175	UNITED SUPPLY CO. INC.	34.10	04 JUN 90	LIBRARY SUPPLIES & PUZZLES
009181	02176	USA TODAY	49.95	04 JUN 90	SUBSCRIPTION -- DEMOTTE
009182	02177	UW-MADISON	180.00	04 JUN 90	REGISTRATION FOR DAUGHERTY
009183	02178	VAN STRICKLIN	30.00	04 JUN 90	REPAIR VIDEOCASSETTES
009184	02180	WILBUR DOTY	61.72	04 JUN 90	MILEAGE & CONF. EXPENSE AT I
009185	02181	CHERYL A. WITTY	41.94	04 JUN 90	PETTY CASH REIMBURSEMENT--RE
009186	02182	STEPHIC SCHOOL SERVICES	515.00	04 JUN 90	FLAGPOLES AT WHEATFIELD
ADJ. ENTR	02124	BANK ONE	100000.00	29 MAY 90	REDEMPTION OF CD #004-084-00
--TOTAL AMOUNT OF CLAIMS--			166337.16		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 166337.16. Dated 04 JUN 90.

_____	_____
_____	_____
_____	_____
_____	_____

DIRECTOR'S REPORT

June 4, 1990

Meetings: Staff meeting- Reference book carry-in

Management meeting

KV School Board meeting (2)

Chamber of Commerce meeting

With K. Rothenberger (L O M)

Budget Clinic--Michigan City

Rensselaer Republican - interview

Procedures Manual committee to update office procedures

ILA Annual Conference

With Bill Moriarty/ Ada Caldwell, Sue Caldwell

Other activities: Book talk to class: KVHS

Worked on Rensselaer & DeMotte building site
locations

Developed FAX report form

Five year plan: Progress report

Other administrative duties

DEPARTMENTAL CORRESPONDENCE

TO Board Members DEP'T _____
FROM Lynn Daugherty DEP'T _____
SUBJECT Five Year Plan DATE May 31, 1990

The following copy of the 1986-1991 Five Year Plan is annotated to indicate where we have achieved goals or made progress in achieving them.

In the sections after the first two pages, I have underlined the text of the Five Year Plan.

Numbers written to the left of each goal or objective indicates whether we have achieved that goal:

- 0 = No work done
- 1 = 25% achievement
- 2 = 50% achievement
- 3 = 75% achievement
- 4 = 100% achievement

My study shows that we have an overall achievement rate of 2.5 or 62.5% achievement at 3½ years into the five year program.

EFFECTIVE SERVICE THROUGH PLANNING 1986-1991

Jasper County Public Library Five-Year Plan

The Jasper County Public Library System was formed in 1978 with the merger of the Rensselaer, DeMotte, and Wheatfield Libraries. The system is a county institution that attempts to meet the informational, cultural, recreational, and educational needs of all the district's residents, regardless of age or formal schooling. The library district consists of Jasper County with the exception of Remington and Carpenter Township.

The goal of this organization is to provide effective library service to the community, and this plan will serve as a blueprint for raising the level of service. The following objectives reflect the library board's and the library director's plan to meet the mission and goal of the Jasper County Public Library:

1. Establish and maintain quality and efficiency of operations.
2. Provide effective and relevant services to the users.
3. Maintain adequate physical facilities.
4. Maintain continuous and rational collection development.
5. Maintain quality staff and engage in staff development.
6. Maintain an effective level of administration of the library system.

The following priorities for service reflect the library staff's assessment of the services currently offered by the Jasper County Public Library as determined by a survey of the staff in 1985.

1. INFORMATION SERVICES: These services include such items as reference and referral, interlibrary loan, magazines, genealogy and local history, and pamphlets and ranked as the most important services that the library offers.

2. CHILDREN'S AND YOUNG ADULT SERVICES: These services include such items as storytimes, summer reading programs, and activity packets for children and ranked as the second most important services that the library offers.

3. RECREATIONAL READING SERVICES: These services include such items as reader's advisory, large print books, walking books, and paperback book exchange and ranked third in importance. (No distinction was made between children and adult services.)

4. AUDIO-VISUAL SERVICES: These services include such items as equipment for loan, albums, books on cassette, filmstrips, typewriters for rent, computers for public use, and cameras and ranked fourth in importance. (At the time of the survey, VHS tapes were not included due to the fact that the collection was small.)

Administrative and Technical Services include such items as bookkeeping, purchasing materials, personnel record keeping, processing and cataloging of materials, building maintenance, and other tasks necessary to efficiently and effectively operate the library. These services were not included in the survey but as with any business are an important part of library operations.

I. Informational Services

A. To improve reference services with emphasis on the Wheatfield Branch.

1. Provide for staff training.

3 a. Director will prepare two workshops per year on reference services.

1. One to two system-wide staff meetings per year are spent studying various reference books.

For a period of time, Wheatfield had its own staff meetings during which reference books were studied.

2. At least two staff meetings have dealt with the reference interview. Other staff meetings have helped staff better understand and utilize interlibrary loan and other NIALSA services.

4 b. Director will notify staff members of outside workshops and will facilitate registration and payment of fees.

Staff is always notified of forthcoming workshops.

2 c. Director and Coordinator of the Branches will prepare a training program for the staff of the Wheatfield Branch.

An introductory training program is in place. A training checklist is used to insure that all new staff receives thorough and consistent training in their jobs. Videos are used in training also.

See also I.A.1.a. above.

Note: Staffing problems and staffing changes at Wheatfield have not allowed us to develop a more intensive, continuing training program. Target date for implementation of this: October, 1990.

2. Analyze reference collections.

4 a. Headquarters Librarian and Coordinator of the Branches will weed reference collection annually at all libraries utilizing the Public Library Catalog and other selection tools.

Ongoing project

0

- b. Director will request outside analysis of the reference collections from NIALSA.
Not done. No one at NIALSA qualified to do this for the past few years.

4

- c. Headquarters Librarian and Coordinator of the Branches will prepare a schedule for updating encyclopedias at all libraries.

Schedule in place.

3

- d. Headquarters Librarian and Coordinator of the Branches will weed and analyze periodical and vertical file collections at least every two years.

Periodical collections weeded on an ongoing basis to maintain collections of no more than 5 years of each title. Vertical file collections weeded regularly at Rensselaer. Target date for weeding of DeMotte and Wheatfield vertical file collections: January 1991.

3

- e. Headquarters Librarian and Coordinator of the Branches will prepare a breakdown of book budgets as to amount spent on reference and non-fiction collection.

Done annually at DeMotte and Wheatfield and was done annually at Rensselaer except 1989.

4

- f. Coordinator of the Branches and Wheatfield Branch Manager will expand the Wheatfield Reference Collection after construction of new building and in accordance with space limitations.

Collection expanded appreciably and continues to be expanded each year.

4

- g. After analysis, Coordinator of the Branches and Headquarters Librarian will use information for reference collection development.

Considerable emphasis has been placed on upgrading of reference collection in past 4 years.

B. To improve the awareness of the library services among the county residents.

1. Prepare a publicity campaign.

4

- a. Board to establish a publicity and public relations policy.

Completed 11/86

- 4
- b. Director to develop a newsletter for the public.
Newsletter, entitled Opus, was distributed quarterly from 1987 to 1989.
It was superseded in May 1990 by a one page monthly publication called Library Express
- 2
- c. Director, Headquarters Librarian and Coordinator to develop a publicity campaign for the system.
No long range publicity plan. However, the following activities have been carried out in the past 4 years:
1. Gifts & Memorial Donations brochure developed.
2. Library Card Signup Campaign carried out 1987
3. Jasper County User's Manual developed for new patrons
4. OPUS published 4 times per year
5. Library Express now superceding OPUS
6. TEACHER REACHER published semiannually for teachers and distributed to every teacher in school system
7. Booklists have been prepared for the public on a variety of subjects including: agriculture, parenting, AIDS, employment and other.
8. Help sheets on Outlining and Preparing Bibliographies
9. Numerous subject booklists for children's books
- d. Publicity campaign to be keyed in on recreational reading and materials in subject areas.
- 0
1. Director, Headquarters Librarian, and Branch Managers will form a publicity committee.
- 0
2. Director will gather information from other libraries.
- 0
3. Committee will plan a two year campaign.
- 0
4. Committee will evaluate the campaign.
2. To become involved with community activities.
- a. Director, Coordinator of the Branches and Wheatfield Branch Manager to join local Chamber of Commerce groups.
- 3

Director joined Rensselaer Chamber of Commerce. Two staff members belong to American Businesswoman's Association. One director belonged to Rotary and other groups.

- 0 b. Children's Librarian to prepare a program for Little Cousin Jasper for children.

Not done.

3. To improve relationship with the school system.

- 4 a. Director to plan semi-annual meetings with all school, academic, and public librarians.
Jasper County Media Minds formed in Dec. '85 continues to be an active group of county media specialists and librarians which has sponsored semi-annual contests for children and, in 1990, for adults also (creative writing). The group is presently developing a cooperative science fair booklist. Cooperation between libraries, in particular, and schools, in general, has improved greatly.

- 4 b. Director and Coordinator of the Branches to continue to write and distribute Teacher Reacher semi-annually.

Ongoing activity

- 0 c. Children's Librarian in conjunction with the Branch Managers to develop a 5th grade library skills program.

Not done

- d. Other activities which improve our relationship with school systems include classroom visits, booktalks, General Milroy presentations, in-service programs for teachers, support services for school reading awareness programs, provision of classroom collections, library tours and in-house instruction.

- C. To investigate ways in which to provide better service to business and local government.

- 2 1. Director to talk to Rensselaer businesspersons and government officials regarding library service.

Talks to Rotary Clubs and interaction at Chamber of Commerce meetings.
Preparation of a local government sourcebook was begun in 1988, but has not been completed.

- 0 2. Director to survey other libraries for ideas and services offered by them.

No formal survey done

3. Director to contact St. Joseph College librarian to discuss possible coordination of effort.

3

St. Joseph College is used for interlibrary loan purposes often and patrons are referred to the college for specialized services. The possibility of cooperative ventures in automated circulation, etc. is currently being investigated.

4. Director to prepare a list of Jasper County businesses to be made available for public use. Jasper County Fact Book of 1987 served this purpose. In 1989 the Rensselaer Chamber of Commerce asked to be allowed to update and expand this factbook. The Factbooks should be printed soon. The Jasper County Library purchased a 1/4 page ad in this new publication.

4

5. Coordinator of Branches to survey DeMotte and Wheatfield businesses concerning library service A plan to provide quarterly breakfasts for businessmen did not materialize. Formal survey of needs was not done.

0

II. Children's and Young Adult Service

A. To improve service to young adults.

3

1. Headquarters Librarian, Coordinator of the Branches, and Branch Managers to expand and update young adult collections. Collections to be increased by at least 100 books in 1986 and 50 books per year in the next four years.

DeMotte: While considerable numbers of titles are added each year, significant numbers have had to be discarded for space reasons. Therefore, the collection is presently only 105 volumes larger than in 1985.

Rensselaer: Young adult nonfiction and paperbacks have increased markedly.

2. Headquarters Librarian, Coordinator of the Branches, and Branch Managers to develop young adult programming.

0

- a. Director to establish budget amounts to be allocated for such programming.
b. Programs to be planned for 2 year cycle with suggestions for future programs.

This has not been done yet.

B. To maintain effective children's services

1. Director to establish a children's programming committee including a representative from all three libraries.

4

- 4 2. Committee will emphasize the Summer Reading Program, Storytimes, and Scream in the Park.

Children's Programming committee has functioned well for several years and has coordinated planning of the activities listed above.

III. Recreational Reading Services

- A. Establish and maintain an effective recreational reading service.

- 4 1. Headquarters Librarian and Coordinator of the Branches will analyze the fiction collections in relationship to the standards in the Fiction Catalog and other selection tools.

This collection development activity is undertaken on an ongoing basis.

- 2 2. Children's Librarian and Coordinator of the Branches will analyze the children's fiction collections in relationship to Children's Catalog and other selection tools.

Project presently under way at DeMotte, 1990. Completed at Wheatfield, 1988. Not done at Rensselaer.

- 3 3. The above designated staff members will use results of analysis as a guideline for materials purchasing.

This collection development activity is undertaken in all three libraries on an ongoing basis.

- 3 4. Headquarters Librarian, Coordinator of the Branches, and Wheatfield Branch Manager will increase the large print collections.

Coordinated purchasing was instituted to insure that no duplication of titles occurs. DeMotte's collection has doubled since 1985. Due to space limitations, large print collection at Rensselaer has not been increased. The Wheatfield Library presently serves as the depository for a large part of the large print collection of the system.

IV. Audio-Visual Services

- A. Plan for implementing public use microcomputers at Wheatfield.

- 4 1. Director to survey available equipment and

select suitable hardware in regards to cost, ease of use, and popularity with public.

Done. Wheatfield has two public use computers. The library has also offered two well-attended series of workshops on the use of personal computers.

Rensselaer also has provided one computer for public use.

- 4 2. Board to establish policies as to use of such microcomputers.

Policy adopted in April 1988.

- 4 3. Coordinator of the Branches and Wheatfield Branch Manager to write procedures for scheduling, use and maintenance and possible circulation of software.

- 4 4. Library staff to review procedures and make recommendations.

- 4 5. Coordinator of the Branches to select in house use software.

Items 3,4,5 completed. Selection of software is done twice annually by branch personnel.

B. Expand and update video collection.

- 4 1. Headquarters Librarian, Coordinator of the Branches and Branch Managers to plan for selection of video collections.

- 4 2. Circulation Procedure Committee to review circulation procedures for videos and make recommendations.

- 4 3. Headquarters Librarian and Coordinator of the Branches to plan for future storage of videos and related equipment.

Items 1,2,3 completed. Each library has a collection of 200-300 videos. Policies and procedures are in place. Present procedure at Rensselaer and Wheatfield is to allow public access to the video collection. This change in procedure and a change in the number of videos that may be checked out on each borrower's card has resulted in greatly increased circulation. DeMotte, for reasons of space, has had to continue with the practice of displaying video covers in notebooks and storing videos behind the circulation desk.

V. Administrative & Technical Services

A. To automate the circulation and office functions

during the next five years.

2

1. Director will complete feasibility study on automation.
2. Director will survey available hardware and software as to cost and suitability.

0

Office functions (financial functions) are presently automated.

Items 1 & 2, in so far as they pertain to automation of the circulation system, will be started in the summer of 1990. Automation is not expected to take place until the new buildings are open in 1992

0

3. Director will develop an in-house training program for the staff.
Targeted for late 1991.

3

4. Director will identify other classes/workshops which staff will be encouraged to attend.

Two staff members attended a two day workshop on selecting an automation system in March 1990. The Director will be attending a similar 2 day workshop in July 1990.

4

5. Director will analyze and purchase appropriate software to include a catalog card package, word processor, database, and spreadsheet.

Done, 1988. System in place at all three libraries.

4

6. Director and Bookkeeper will obtain permission from the State Board of Accounts to computerize accounting ledgers.

Done, 1989.

1

7. Director will gather information concerning circulation and card catalog systems and make recommendations to the Board concerning purchase.

To be completed, 1990-1992

- B. To provide adequate physical facilities and improve access to library materials.

1. To complete Wheatfield Building Project.

- a. Director, Coordinator of the Branches, and Wheatfield Branch Manager to develop plans for moving the collection to new building.

4

Completed.

- 4 b. Coordinator of the Branches and Wheatfield Branch Manager to revise and write job descriptions.

Completed, 1987. A present need exists to update the new job descriptions, however. Target date, December 1990.

- 2 c. Coordinator of the Branches and Wheatfield Branch Manager to develop maintenance schedule and procedures for new building.

Short term (janitorial) schedule in place. Long term maintenance schedule has not been developed.

- 4 d. Director, Coordinator of the Branches, and Wheatfield Branch Manager to plan dedication ceremony for Fall 1986.

Done, November 2, 1986.

- 4 e. Wheatfield Branch Manager to revise opening and closing procedures for new building.

Procedures in place.

2. To plan for improving other buildings in the system in regards to space and access.

- 4 a. Coordinator of the Branches to develop recommendations as to needs of the DeMotte Library.

- 4 b. Headquarters Librarian to develop recommendations as to needs of Rensselaer Library.

- 4 c. Director to plan for remodeling and/or additions to the DeMotte & Rensselaer buildings.

Plans in place. Building project currently underway. Scheduled completion date is 1992.

- 0 d. DeMotte Branch Manager and Headquarters Librarian to develop maintenance plans for the respective buildings.

Long term plans not done.

- 2 e. DeMotte Branch Manager and Headquarters Librarian to plan for new signage for

the respective buildings.

DeMotte signage changes made.

- 4 f. Headquarters Librarian to develop plan for the implementation of safety suggestions from insurance company.

Done to the satisfaction of new insurance company.

- 2 C. To achieve maximum effect from appropriated funds.
1. Director to require that all persons responsible for requesting purchases of equipment obtain at least three price quotes for all purchases.

Not consistently done

- 4 2. Secretary will purchase office and library supplies in quantities that result in the lowest cost per item without accepting a lower quality.

Ongoing practice

- 4 3. Director will invest funds to achieve an acceptable amount of interest according to the State Board of Accounts and Commissioners.

Ongoing practice

- 3 4. All persons who submit request for purchases of equipment are to develop one year plans to be submitted to the Director before May 1 of the year preceding the expected purchase.

Except in emergency cases, personnel request funds for specific equipment purchases at the time of budget preparation the preceding year.

- 4 5. Director will investigate other telephone long distance services and possible purchase of telephones to reduce costs.

Investigation indicates that present long distance company offers the best product for the money spent. All telephones owned by library.

- 4 6. Director will investigate other periodical services to attempt to reduce costs.

Investigation indicates that present company offers best product for money spent.

- D. To develop an effective means of measuring cost and efficiency of service to the public.

- 0 1. Department Heads will determine circulations per full-time equivalent staff members.

- 0 2. Department heads will determine turnover rate

based on interlibrary materials used and
circulated materials used.

0 3. Department heads will determine separate
reference counts for summer and school year
heaviest use times.

0 4. Department heads will determine reference and
title fill rate by use of a sample week.

1,2,3,4: These activities are extremely time-
consuming. Staffing shortages have not allowed
this section to be implemented.

E. To maintain an effective level of administration.

0 1. Board to review and revise board bylaws and
policies and provide for establishment of new
policies at least every two years.

Not done

0 2. Board and Director to define areas of
responsibility between Board and Director.

Not done

1 3. Director and Board to develop an orientation
program for new Board members.

Not done

2 4. Board to establish requirements for hiring
and evaluating the Director.

Informal decision made, Jan. 1985 to evaluate
director's job performance on basis of self-
evaluation, satisfactory completion of past
year's objectives, job description, and
accomplishments toward the attainment of goals
set in the 5 Year Plan. Decision by consensus
(Nov. 86) to evaluate director annually just
prior to preparation of budget.

No formal decision made. No provision for this
in Board Bylaws.

2 5. Board to review and revise Director's job
description at least every two years.

Done once during the past 4 years

PUBLIC RELATIONS & PUBLIC INFORMATION POLICY

In recognition of the Jasper County Public Library's responsibility to maintain continuing communication with present and potential users of the Jasper County Public Library's services and resources, so as to assure effective and maximum usage by all citizens, the Board of Trustees of the Jasper County Public Library adopts the following resolution as a matter of policy.

The objectives of the Jasper County Public Library's public relations program are:

To promote community awareness of library service.

To stimulate public interest in and usage of the Jasper County Public Library.

To develop public understanding and support of the Jasper County Public Library and its role in the community.

The following means may be used to accomplish the foregoing objectives:

1. An annual plan of specific goals and activities shall be developed, sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.

Not done consistently each year

4 2. Training sessions, workshops, and other aids shall be made available to library staff members to assure courteous, efficient and friendly contact with library patrons and the general public.

The following workshops and staff meetings have been attended by some or all of the library staff:

Stress management, Customer Service, Telephone etiquette, Time management, Problem solving, Problem patrons.

4 3. Personal and informational group contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by library staff and Board members.

Library staff members have spoken at meetings of the KV and the Rensselaer Rotary Clubs, Ladies Literary Society, DeMotte Senior Citizens, ABWA, sororities, Classroom Teachers Association, Jasper County Historical Society and Genealogical Society and others. Personal contacts have been developed with various government officials.

A float was entered in two Little Cousin Jasper Festivals. Staff participated in a countywide Baby Fair, conducting activities for children and distributing booklists.

3

4. Local media shall be utilized to keep the public aware of and informed about the Jasper County Library's resources and services.

News articles have advertised every library event. The DeMotte Library submits weekly articles describing new books in the Jasper County libraries. A past director submitted a new book column monthly to the Rensselaer Republican. Articles detailing various services and offerings of the Jasper County libraries appear in the papers approximately 4 times per year.

For a period of months in 1989, biweekly radio talks were presented. At present, radio talks are monthly.

3

5. Newsletters, brochures, and other promotional materials shall be produced and distributed through effective methods of reaching the public.

OPUS has been distributed at the library and at area medical clinics, banks, and other public places. TEACHER REACHER is distributed to every teacher in the two school corporations as well as the teachers in the county's private schools.

The User's Manual is given to each new library patron when he/she applies for a new library card. A new update of the manual will be available in June 1990.

Informational bookmarks of various sorts have been distributed. Subject bibliographies have been made - both to fill needs noted by staff and at the request of classroom teachers and others.

3

6. The Jasper County Public Library may sponsor programs, classes, exhibits, and other library centered activities and shall cooperate with other groups in organizing these to fulfill the community's needs for educational, cultural, informational, or recreational opportunities.

DeMotte programs: Brown Bag Lunch series (9 monthly programs, aimed at senior citizens but with varied programs of interest to many others).....Community Health Awareness Series (9 monthly programs, presented by pharmacists, on health topics of interest to many).....Houses a free aerobics class which meets 3 times a week, 9 months per year.....KV School Board Candidate's night.....China Painting.....Financial planning and others

Wheatfield programs: Computer workshop.....Craft workshops.....Adult and children's film festivals.

Rensselaer programs: Social Security update.....Jigsaw puzzle techniques.....Herbs.....Astronaut Jerry Ross.....General Milroy.....Fashion tips.....Paper embossing.....Talk by Civil War Reenactment participant.....Booktalks.

Adult programming: 150 programs were presented which drew a total attendance of 3,336 or 22.24 per program

Children's programs consist mainly of 2-3 annual series of preschool story hours at each library, with each library offering between 1 and 3 sessions per week for 8-10 weeks; 2 series of toddler times per year, with each library offering 1 or two sessions per week for 4-6 weeks; a 5-6 week summer reading club for elementary age children; a Scare in the Park or other Halloween event at each library; and 3-7 other single events for children at each library each year.

These single events included Valentine's Day, Halloween or Christmas programs, baseball card swaps, babysitting clinics, visits from vets, etc.

Prior to 1989 (when funds for RIF were not available), the Rensselaer library provided entertainment and games for the RIF (Reading Is Fundamental) Summer Fun Party.

Total attendance at these programs for children and young adults was 22,213 persons attending 930 programs, for an average of 24 persons per program. (13 of these programs were for young adults, with 305 persons attending (average of 23.4 persons per program.)

7. The Library Director or designated qualified staff member shall have the responsibility for coordinating the Jasper County Public Library's public relations and public information activities.

11/86

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:				12676
Resident	38	41	32	111
Non-resident	3			3
Expired cards	63	39	13	115
Total Registered				12675
REFERENCE QUESTIONS				
Telephone				
Directional	60	49	98	
Reference	114	141	87	
In-person				
Directional	139	26	115	
Reference	336	268	133	
Total	649	484	433	
INTRALIB.LOAN ITEMS FILLED	79	35	45	
LOCAL HISTORY				
In person	8			
Microfilms used	5			
Letters	4			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	71		71	
Software used	92		148	
VCR Use			1	
Microforms	36			
Other			4	
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	171	173	29	
Items rec'd for:	135	118	22	
Items from Ind. libs.	108	98	19	
Items requested by other libraries	6			
Items supplied to other libraries	6			
Info requests answd for other libs				
Info requests sent				

FAX USE FOR 1990

RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL	CHARGES
------------	---------	------------	-------	---------

MESSAGES SENT (# OF PAGES)

Interlibrary loan

January	47	16	12	75
February	56	26	39	121
March	39	26	23	88
April	59	15	32	106
May	58	19	33	110
June				0

Interoffice memos

January	12	29	7	48
February	36	28	2	66
March	17	29	9	55
April	11	27	4	42
May	27	28	5	60
June				0

ther library business.

January	4	4
February	0	0
March	2	2
April	29	29
May	26	26
June		0

Patron Use(Sent & Rec'd)

January		7	5	12	16.05
February	24	17	6	47	62.85
March	7	56	20	83	50.85
April	22	16	0	38	42.55
May	2	13		15	
June				0	

XX					
TOTAL		478	352	197	\$172.30

MESSAGES REC'D (# OF PAGES)

Library business

January	41	34	32	107
February	78	69	43	190
March	44	46	43	133
April	49	57	43	149
May	63	49	43	155
June				0

XX			
TOTAL	275	255	204
			734

AGENDA
SPECIAL BOARD MEETING
JASPER COUNTY PUBLIC LIBRARY
TUESDAY, JUNE 19, 7:00 PM
RENSSELAER LIBRARY

1. Presentation by Springsted, Public Finance Advisors
2. Rensselaer building sites
3. EXECUTIVE SESSION to discuss purchase of real estate

JULY

AGENDA.....July 2, 1990
Monthly Meeting DeMotte Library
Board of Trustees 7:00 PM
Jasper County Public Library

1. Therber, Wilkerson & Associates, Inc., Finance Consultants
2. Minutes
3. Bills/Financial reports
 - 3.1 Bills to be allowed/Paychecks
 - 3.2 Financial statements
 - 3.3 Investment of funds
4. Director's report
 - 4.1 Circulation
 - 4.2 Activities
 - 4.3 Branch Librarian update
5. L O M Corp.: Presentation of DeMotte Building Plans
6. Board Committee Work
 - 6.1 Policy Review Committee: Recommended changes in personnel policy (Salary ranges, other)
 - 6.2 Budget Committee: Presentation of Preliminary Budget
7. Wheatfield Business
 - 7.1 Tree trimming is completed
 - 7.2 Gutters & heating
 - 7.3 Miscellaneous
8. DeMotte Business
9. Rensselaer Business
10. Adjournment

Minutes..... June 4, 1990
Jasper County Public Library Rensselaer Library
Board of Trustees meeting 7:00 PM

Present: Board members Wilbur Doty, Bob Souza, Mary Linda Casey, Miriam Lawyer, Wanda Stewart, Marge Hohner, Barbara Leestma, and Lynn Daugherty, Director.

Minutes: Minutes were approved on a motion by M. Lawyer, seconded by W. Stewart.

Bills/Financial: The bills and financial records were approved on a motion by W. Stewart, seconded by M. Lawyer.

Director's Report: The director reported on her activities during the month and on the circulation reports which showed continued marked increased library usage.

Committee Work: The policy revision committee will meet by phone on Friday, June 8, to develop recommendations to revise the staff salary schedules. The Budget Committee will meet Saturday morning, June 9, at the DeMotte Library.

Wheatfield Business: M. Hohner reported that the outdoor flagpole is up and the electrical work will be done soon. Dedication of the flags by the Wheatfield American Legion Post will occur at the Wheatfield Library at 1:00 PM on Saturday. Also in attendance will be Walter J. Roorda, State Representative, who donated the Indiana state flags.

DeMotte Business: Overeaters Anonymous will be allowed to meet at the library from 1 PM - 2 PM on Thursdays, as long as this does not conflict with the library's own programming. This decision was made on a motion by M. Lawyer, seconded by M. Hohner. The Director was authorized to make any meeting room scheduling decisions herself if they do not involve long term agreements for weekly meetings.

The Director was requested to obtain a price from Bud Hubers for the 25 foot strip of property south of the KV School property located adjacent to the DeMotte Library to the east.

Rensselaer Library: The Director was authorized to select a paint color and have the gutter painting completed.

Construction Supervisor: The Board agreed to begin searching for a construction supervisor as soon as the passage of the bond issue seems assured.

Financial Consultants: On a motion by M.L. Casey, seconded by B. Leestma, the Director was authorized to contact the financial consulting firm currently working with the City of Rensselaer to see what assistance they could provide us at present and what their functions and costs are.

Video Camera Equipment: On a motion by M.L. Casey, seconded by B. Leestma, the Board voted to amend the audio-visual equipment loan policy as follows:

The library will provide a training program on the use of the video camera and accompanying equipment. Those who take the training and who possess a valid Jasper County Public Library borrower's card will then be able to check out the library's video camera and VCR for a three day period, upon payment of a \$25 deposit, \$15 of which will be refunded upon timely return of the camera.

It was suggested that the program take no longer than 1/2 hour and be videotaped so that future programs might be self-instructing. One portion of the training session might include actual practice at video-taping.

The meeting was adjourned at 9:00 PM.

AGENDA
SPECIAL BOARD MEETING
JASPER COUNTY PUBLIC LIBRARY
TUESDAY, JUNE 19, 7:00 PM
RENSSELAER LIBRARY

1. Presentation by Springsted, Public Finance Advisors
2. Rensselaer building sites
3. EXECUTIVE SESSION to discuss purchase of real estate

MINUTES

Special Board Meeting..... June 19, 1990, 7:00 PM.

Present: Wilbur Doty, Mary Linda Casey, Wanda Stewart, Marge Hohner, Barbara Leestma, Bob Souza, trustees; Bill Moriarty, Attorney; Lynn Daugherty, Director.

The Jasper County Public Library Board met in a special session at 7:15 PM to hear the presentation of Loren Rooney of Springsted, Public Finance Advisors. In comments after her presentation, Rooney noted that travel expenses are extra, but help with setting up cash flow aids is available without charge.

The Board then met, at 8:25 PM, in executive session to discuss building sites in Rensselaer.

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

02 JUL 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000704	2207	PAULA BAUGH	186.27	15 JUN 90	PAYROLL
000705	2210	PAULA L. BAUGH	61.83	15 JUN 90	PAYROLL
000706	2184	JULIE BRAY	534.01	15 JUN 90	PAYROLL
000707	2194	GLENDA BROWN	368.26	15 JUN 90	PAYROLL
000708	2208	RENEE CARR	174.86	15 JUN 90	PAYROLL
000709	2204	MARK CASSELLO	60.18	15 JUN 90	PAYROLL
000710	2203	LYNN DAUGHERTY	917.85	15 JUN 90	PAYROLL
000711	2191	MARY DUGGLEBY	339.57	15 JUN 90	PAYROLL
000712	2206	DEBRA EISERT	683.03	15 JUN 90	PAYROLL
000713	2185	CHARLOTTE FAGEN	589.86	15 JUN 90	PAYROLL
000714	2195	HEIRONIMUS, CHERYL	81.74	15 JUN 90	PAYROLL
000715	2196	ROSE HOWARD	240.15	15 JUN 90	PAYROLL
000716	2197	MAIA KINGMAN	89.62	15 JUN 90	PAYROLL
000717	2198	DIANA KOBY	111.92	15 JUN 90	PAYROLL
000718	2189	JOAN KOPANDA	204.90	15 JUN 90	PAYROLL
000719	02183	MARY K. MARTIN	680.82	15 JUN 90	PAYROLL
000720	2199	RYAN MORELAND	44.96	15 JUN 90	PAYROLL
000721	2205	ERICA MURRAY	62.95	15 JUN 90	PAYROLL
000722	2192	KATHLEEN PADGITT	325.31	15 JUN 90	PAYROLL
000723	2193	BONNIE POWELL	265.38	15 JUN 90	PAYROLL
000724	2186	SHARON SCHULENBERG	398.29	15 JUN 90	PAYROLL
000725	2200	EILEEN SPURGEON	77.57	15 JUN 90	PAYROLL
000726	2187	JILL TACHTIRIS	396.24	15 JUN 90	PAYROLL
000727	2201	ELIZABETH THONE	120.47	15 JUN 90	PAYROLL
000728	2209	AMBER WARRAN	189.16	15 JUN 90	PAYROLL
000729	2190	DIANE WIERS	296.53	15 JUN 90	PAYROLL
000730	2188	CHERYL WITTY	433.70	15 JUN 90	PAYROLL
000731	2202	DANIEL L. WITTY	156.26	15 JUN 90	PAYROLL
000732	2251	PAULA BAUGH	154.90	29 JUN 90	PAYROLL
000733	2254	PAULA L. BAUGH	66.85	29 JUN 90	PAYROLL
000734	2229	JULIE BRAY	534.01	29 JUN 90	PAYROLL
000735	2239	GLENDA BROWN	368.26	29 JUN 90	PAYROLL
000736	2252	RENEE CARR	174.86	29 JUN 90	PAYROLL
000737	2248	MARK CASSELLO	16.71	29 JUN 90	PAYROLL
000738	2247	LYNN DAUGHERTY	917.85	29 JUN 90	PAYROLL
000739	2236	MARY DUGGLEBY	339.57	29 JUN 90	PAYROLL
000740	2250	DEBRA EISERT	683.03	29 JUN 90	PAYROLL
000741	2230	CHARLOTTE FAGEN	589.86	29 JUN 90	PAYROLL
000742	2240	HEIRONIMUS, CHERYL	246.91	29 JUN 90	PAYROLL
000743	2241	ROSE HOWARD	221.91	29 JUN 90	PAYROLL
000744	2242	MAIA KINGMAN	76.66	29 JUN 90	PAYROLL
000745	2234	JOAN KOPANDA	204.90	29 JUN 90	PAYROLL
000746	02228	MARY K. MARTIN	680.82	29 JUN 90	PAYROLL
000747	2243	RYAN MORELAND	44.96	29 JUN 90	PAYROLL
000748	2249	ERICA MURRAY	60.18	29 JUN 90	PAYROLL
000749	2237	KATHLEEN PADGITT	325.31	29 JUN 90	PAYROLL
000750	2238	BONNIE POWELL	265.38	29 JUN 90	PAYROLL
000751	2231	SHARON SCHULENBERG	398.29	29 JUN 90	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

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02 JUL 90

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000752	2244	EILEEN SPURGEON	110.54	29 JUN 90	PAYROLL
000753	2232	JILL TACHTIRIS	396.24	29 JUN 90	PAYROLL
000754	2245	ELIZABETH THONE	129.67	29 JUN 90	PAYROLL
000755	2253	AMBER WARRAN	189.16	29 JUN 90	PAYROLL
000756	2235	DIANE WIERS	313.18	29 JUN 90	PAYROLL
000757	2233	CHERYL WITTY	433.70	29 JUN 90	PAYROLL
000758	2246	DANIEL L. WITTY	169.01	29 JUN 90	PAYROLL
008866	02220	SECURITY COURIERS, INC.	-330.00	20 JUN 90	CORRECT VOUCHER #01567 01 JA
008866	02221	SECURITY COURIERS, INC.	330.00	20 JUN 90	CORRECT VOUCHER # 01567 08 J
008937	02222	SECURITY COURIERS, INC.	-357.50	20 JUN 90	CORRECT VOUCHER # 01693 12 F
008937	02223	SECURITY COURIERS, INC.	357.50	20 JUN 90	CORRECT VOUCHER # 01693 12 F
008995	02224	SECURITY COURIERS, INC.	-302.50	20 JUN 90	CORRECT VOUCHER # 01810 12 M
008995	02225	SECURITY COURIERS, INC.	302.50	20 JUN 90	CORRECT VOUCHER # 01810 12 M
009163	02218	KANKAKEE VALLEY POST NEWS	-48.50	20 JUN 90	ADVERTISING
009163	02219	KANKAKEE VALLEY POST NEWS	48.50	20 JUN 90	ADVERTISING -- DEMOTTE ART F
009177	02226	SECURITY COURIERS, INC.	-357.50	20 JUN 90	CORRECT VOUCHER # 02171 04 J
009177	02227	SECURITY COURIERS, INC.	357.50	20 JUN 90	CORRECT VOUCHER # 02171 04 J
009187	2211	NIPSCO	296.16	15 JUN 90	DEMOTTE UTILITIES
009188	02212	NIPSCO	315.52	15 JUN 90	WHEATFIELD UTILITIES
009189	02213	NORTHWESTERN INDIANA TELEPHO	77.65	15 JUN 90	DEMOTTE TELEPHONE
009190	02214	UNITED TELEPHONE COMPANY	312.74	15 JUN 90	RENSSELAER TELEPHONE & BOOKS
009191	02215	UNITED TELEPHONE COMPANY	114.81	15 JUN 90	WHEATFIELD TELEPHONE
009192	02216	INDIANA DEFERRED COMPENSATIO	72.50	15 JUN 90	WITHHELD FROM 15 JUN 90 PAYR
009193	02217	BANK ONE	2788.02	15 JUN 90	FICA & FED TAX WITHHELD 15 J
009194	2255	BANK ONE	2804.55	29 JUN 90	FICA & FED TAX WITHHELD 29 J
009195	02256	INDIANA DEPARTMENT OF REVENU	915.91	29 JUN 90	STATE & COUNTY TAX WITHHELD
009196	02257	INDIANA DEFERRED COMPENSATIO	72.50	29 JUN 90	WITHHELD FROM 29 JUN 90 PAYR
009197	02258	AT&T	87.40	29 JUN 90	DEMOTTE TELEPHONE
009198	02259	CITY OF RENSSÉLAER	236.05	29 JUN 90	RENSSELAER UTILITIES
009199	02260	ACE HARDWARE	33.89	02 JUL 90	JANITORIAL SUPPLIES DEMOTTE
009200	02261	ALLEN COUNTY PUBLIC LIBRARY	3.00	02 JUL 90	REPLACEMENT OF LOST ILL BOOK
009201	02262	AMERICAN LIBRARY ASSOCIATION	200.00	02 JUL 90	MEDICAL INSURANCE -- BRAY
009202	02263	ASSOCIATED LIBRARIES, INC.	785.29	02 JUL 90	BOOKS
009203	02264	BAKER & TAYLOR	108.24	02 JUL 90	BOOKS
009204	02265	BAKER & TAYLOR	1029.07	02 JUL 90	BOOKS
009205	02266	BAKER & TAYLOR	1001.25	02 JUL 90	BOOKS
009206	02267	BEST TREE SERVICE/MICHAEL CA	325.00	02 JUL 90	TOPPED & HAULED TREE & BRUSH
009207	02268	BRODART CO.	333.20	02 JUL 90	SYSDAC TAPE
009208	02269	BUENA VISTA DISTRIBUTION CO.	85.00	02 JUL 90	MOVIE RENTAL FOR SUMMER READ
009209	02270	CHARLOTTE FAGEN	76.37	02 JUL 90	MILEAGE TO ALA & BUILD. COMM
009210	02271	CHILDREN'S BOOK COUNCIL	113.27	02 JUL 90	POSTERS & BOOKMARKS
009211	02272	CLARIS SOFTWARE	162.23	02 JUL 90	APPLEWORKS UPDATED VERSION
009212	02273	COAST TO COAST	15.37	02 JUL 90	WEED KILLER & HOOKS
009213	02274	DEMCO	130.37	02 JUL 90	BOOK POCKETS, BUTTON PTS., C
009214	02275	DEMOTTE OFFICE SUPPLY	21.35	02 JUL 90	MARKERS, TICKETS, STAMP
009215	02276	DEMOTTE SPORTS CENTER	15.49	02 JUL 90	SUMMER READING SUPPLIES
009216	02277	DIANE WIERS	11.08	02 JUL 90	POSTAGE
009217	02278	DICK JOLINK	157.50	02 JUL 90	MOWING AT DEMOTTE

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

02 JUL 90

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009218	02279	LARRY H. JENKINS	50.00	02 JUL 90	APPRAISAL OF REAL ESTATE
009219	02280	B. G. WHALEY	50.00	02 JUL 90	APPRAISAL OF REAL ESTATE
009220	02281	EBSCO SUBSCRIPTION SERVICES	220.00	02 JUL 90	SUBSCRIPTION -- RENSSELAER
009221	02282	ENCYCLOPAEDIA BRITANNICA ED.	35.63	02 JUL 90	BOOKS
009222	02283	FACTS ON FILE, INC.	22.83	02 JUL 90	BOOKS
009223	02284	FACTS ON FILE, INC.	980.00	02 JUL 90	SUBSCRIPTIONS -- RENS. & DEM
009224	02285	FAGEN PHARMACY	9.78	02 JUL 90	BUILDING COMMITTEE & VOLUNTE
009225	02286	FASE'S	74.50	02 JUL 90	REPAIR ON DEMOTTE REFRIGERAT
009226	02287	GOODWIN FIRE EQUIPMENT	72.50	02 JUL 90	FIRE EXTINGUISHER MAINTENANC
009227	02288	GRUNKO FILMS INC.	32.95	02 JUL 90	VIDEOCASSETTE
009228	02289	H. W. WILSON COMPANY	80.00	02 JUL 90	BOOKS
009229	02290	HAINES & COMPANY, INC.	212.37	02 JUL 90	BOOKS
009230	02291	HERITAGE OFFICE PRODUCTS, IN	153.00	02 JUL 90	SERVICE CONTRACT ON RENS. TY
009231	02292	HOOK'S	38.25	02 JUL 90	NEWSPAPERS -- DEMOTTE
009232	02293	INGRAM	430.59	02 JUL 90	VIDEOCASSETTES
009233	02294	JAMES TREE & PAINTING SERVIC	300.00	02 JUL 90	PAINTING GUTTERS
009234	02295	JASPER COUNTY EXTENSION EDUC	15.00	02 JUL 90	BOOKS
009235	02296	JASPER COUNTY LAND SURVEYING	120.00	02 JUL 90	PRELIMINARY SURVEY -- DEMOTT
009236	02297	JULIE BRAY	17.60	02 JUL 90	MILEAGE
009237	02298	KATHLEEN PADGITT	4.40	02 JUL 90	MILEAGE
009238	02299	KATHLEEN ZMUDA	255.00	02 JUL 90	SUMMER READING PROGRAMS & MI
009239	02300	LYNN DAUGHERTY	484.79	02 JUL 90	MILEAGE, PROF. MEETING, TELE
009240	02301	MARSHALL CAVENDISH CORPORATI	14.55	02 JUL 90	BOOKS
009241	02302	MARY K. MARTIN	32.40	02 JUL 90	MILEAGE TO ALA IN CHICAGO
009242	02303	MUSIC WHOLESALERS	515.50	02 JUL 90	COMPACT DISCS
009243	02304	NATIONAL AUTOMOBILE DEALERS	71.50	02 JUL 90	SUBSCRIPTIONS -- DEMOTTE & W
009244	02305	NEWSBANK	62.50	02 JUL 90	MICRO COPY #10 CARTRIDGES
009245	02306	OFFICE DEPOT	95.90	02 JUL 90	CALCULATOR, SORTER, OFFICE S
009246	02307	ODMS DISPOSAL SERVICE INC.	11.50	02 JUL 90	TRASH PICK-UP -- DEMOTTE
009247	02308	PAULA BAUGH	6.45	02 JUL 90	LUNCH AT ALA CONFERENCE
009248	02309	POST TRIBUNE	135.20	02 JUL 90	NEWSPAPER -- WHEATFIELD
009249	02310	POSTMASTER GENERAL	200.00	02 JUL 90	POSTAGE
009250	02311	QUILL	163.18	02 JUL 90	ORGANIZER, OFFICE SUP. & JAN
009251	02312	RAYBURN HEATING & COOLING	44.50	02 JUL 90	DEMOTTE AIR CONDITIONER SERV
009252	02313	READER'S DIGEST ASSOCIATION	12.70	02 JUL 90	SUBSCRIPTION -- WHEATFIELD
009253	02314	RENSSELAER REPUBLICAN	60.00	02 JUL 90	SUBSCRIPTION -- WHEATFIELD
009254	02315	SECURITY COURIERS, INC.	330.00	02 JUL 90	TRANSPORT BETWEEN LIBRARIES
009255	02316	SELECTVIDEO	212.35	02 JUL 90	VIDEOCASSETTES
009256	02317	SILVER BURDETT PRESS	18.32	02 JUL 90	BOOKS
009257	02318	TEETERS CULLIGAN	59.55	02 JUL 90	COOLER RENTAL & WATER
009258	02319	THE L.O.M. CORPORATION	1900.50	02 JUL 90	ARCHITECTURAL SERVICES
009259	02320	TRE TIMES	18.40	02 JUL 90	SUBSCRIPTION -- DEMOTTE
009260	02321	TYSEN'S COUNTRY GROCERY, INC	19.98	02 JUL 90	LIBRARY SUPPLIES
009261	02322	WALLMANN'S	14.56	02 JUL 90	JANITORIAL SUPPLIES -- RENSS
009262	02323	CHERYL A. WITTY	34.40	02 JUL 90	MILEAGE
009263	02324	CHERYL A. WITTY	19.84	02 JUL 90	DEMOTTE PETTY CASH REIMBURSE
009264	02325	CHERYL A. WITTY	49.10	02 JUL 90	RENSSELAER PETTY CASH REIMBU
009265	02326	CHERYL A. WITTY	23.95	02 JUL 90	WHEATFIELD PETTY CASH REIMBU

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

02 JUL 90

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009266	02327	NATIONAL APPLEWORKS USERS GR	24.00	02 JUL 90	SUBSCRIPTION -- RENSSELAER
--TOTAL AMOUNT OF CLAIMS--			36715.21		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 36715.21. Dated 02 JUL 90.

_____	_____
_____	_____
_____	_____
_____	_____

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for JULY 2, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	118624.76	197455.96	37166.49	278914.23
Gift Funds				
DeMotte	2625.27	55.00	116.83	2563.44
Rensselaer	469.57	0.00	85.00	384.57
Wheatfield	598.81	300.00	0.00	898.81
Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	9276.68	67695.15	0.00	76971.83
LIRF Fund	82971.50	0.00	0.00	82971.50
Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
Reciprocal Borrowing Fund	283.00	0.00	0.00	283.00
P.E.R.F.	1144.67	0.00	-562.12	1706.79
Reserve for Insurance	108.68	0.00	-90.99	199.67
 TOTAL ALL FUNDS	 216222.94	 265506.11	 36715.21	 445013.84

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

02 JUL 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	17248.93	17251.07	50%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	18211.06	108748.73	127046.27	46%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	962.50	5177.08	3822.92	57%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1670.78	10034.97	9765.03	51%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	305.18	1694.82	15%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	3878.98	11121.02	26%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	200.00	610.95	18389.05	3%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	507.47	242.53	68%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	188.00	812.00	19%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	156.40	791.53	2458.47	24%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	102.10	1340.10	2559.90	34%
2.22	FUEL, OIL & LUBRICANTS	100.00	.00	100.00	4.25	4.25	95.75	4%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	59.66	690.34	8%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	18.17	231.83	7%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	497.84	3524.71	4475.29	44%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	62.50	658.29	1341.71	33%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	1900.50	2478.00	1022.00	71%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	-1347.50	50.00	950.00	5%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	2122.50	2920.00	-1920.00	292%
3.21	TELEPHONE	9000.00	.00	9000.00	590.97	3623.02	5376.98	40%
3.22	POSTAGE	3000.00	.00	3000.00	279.07	1270.58	1729.42	42%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	267.00	1321.10	4678.90	22%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	375.72	1533.73	5716.27	21%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	-48.50	442.45	557.55	44%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4557.00	2443.00	65%
3.51	GAS	7000.00	.00	7000.00	97.74	3265.45	3734.55	47%
3.52	ELECTRICITY	18000.00	.00	18000.00	719.25	5178.35	12821.65	29%
3.53	WATER	500.00	.00	500.00	47.73	147.16	352.84	29%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	17.66	103.18	396.82	21%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	625.00	3719.80	780.20	83%
3.62	EQUIPMENT	1000.00	.00	1000.00	191.50	599.73	400.27	60%
3.72	EQUIPMENT	1000.00	.00	1000.00	24.90	292.34	707.66	29%
3.91	DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	322.00	2641.03	4358.97	38%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	.00	8000.00	-7500.00	1600%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	259.99	4162.43	7837.57	35%
4.51	BOOKS	115000.00	.00	115000.00	3359.06	29491.87	85508.13	26%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	1560.05	13752.22	1747.78	89%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	1191.39	5486.43	7013.57	44%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	76.37	11843.51	7579.67	61%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	37166.49	266768.64	368929.58	42%

RECEIPT BREAKDOWN FOR
JULY 2, 1990

FINES and FEES..... 849.79

DeMotte	276.77
Rensselaer	370.92
Wheatfield	202.10

PHOTOCOPIES..... 489.60

DeMotte	269.35
Rensselaer	146.60
Wheatfield	73.65

CARDS..... 30.00

DeMotte	24.00
Rensselaer	5.00
Wheatfield	1.00

INTEREST..... 674.65

GIFT FUNDS..... 355.00

DeMotte	55.00
Rensselaer	0.00
Wheatfield	300.00

JUNE TAX DRAW.....263107.07

Property Tax	239167.80
Banks,Build.,Loan	1100.51
License Excise	22838.76

TOTAL AMOUNT OF RECEIPTS.....265506.11

(-----BANK BALANCES-----)
 DATE (02 JUL 90)

A1 (BANK ONE CHECKING	)	B1 (	395705.68)
A2 (CERTIFICATE OF DEPOSIT #1	)	B2 (	.00)
A3 (CERTIFICATE OF DEPOSIT #2	)	B3 (	.00)
A4 (FIRST OF AMERICA	)	B4 (	16769.49)
A5 (DEMOTTE STATE BANK	)	B5 (	15719.84)
A6 (INDIANA FEDERAL	)	B6 (	12533.63)
A7 (LAFAYETTE NATIONAL BANK	)	B7 (	4285.20)
A8 (	)	B8 (	.00)
A9 (	)	B9 (	.00)
-----		-----	
TOTAL		B10 (	445013.84)

DIRECTOR'S REPORT
JUNE 1990

Meetings:

- KV School Board meeting
- Chamber of Commerce meeting
- Building Committee Meetings with L O M (2)
- Library Board meetings (2)
- NILART meeting
- Budget Committee meeting
- Wheatfield Flagpole Dedication
- Radio station - 15 minute interview
- ALA Exhibits
- Management team meeting

Other activities:

- 2 day "retreat" (1 day comp time, 1 day vacation)
- Spent considerable time developing preliminary 1991 budget and supporting data
- Spent substantial amount of time working with architect's floor plans for DeMotte building
- Other administrative duties

For your info:

FOOD FOR FINES WEEK RESULTS: We took in about 11 grocery sacks and 6 boxes of food for the Good Samaritan Food Pantry. We recovered 2 framed art paintings overdue two years and 11 very overdue books. We recovered a small number of books overdue 2-4 months also. Most of the rest of the food covered the paying off of fines--a lot of library cards were removed from our "block" list during that week in April.

COMPUTER WORKSHOP FOR STAFF: Most of our staff make only limited use of our computers and our versatile Appleworks program. Therefore, we are planning a 4-hour workshop at KV High School on July 13. Ron McAtee, KVHS media specialist, will show us how to use the various components of the Appleworks program and will help us learn how to use the new features found on our Appleworks 3.0 programs which we have just purchased.

Ron charges \$25 per hour for his time. The high school is allowing us to use their computer room and equipment free of charge.

VIDEO CAMERA TRAINING PROGRAM: Cathy Salyers will be giving me a cost proposal to do a staff video training program and, possibly, one for the public, pursuant to your direction at the June board meeting.

I will be attending a 2 day workshop at the University of Wisconsin, Madison, WI, on Selecting and Implementing an Automation System. I will leave around noon on Tuesday, July 17, and return Thursday evening, July 19 and will be travelling with two Crown Point Library staff members who will attend the same workshop.

I will be taking a one day vacation, July 9.

FAX USE FOR 1990

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL	CHARGES
MESSAGES SENT (# OF PAGES)					
Interlibrary loan					
January	47	16	12	75	
February	56	26	39	121	
March	39	26	23	88	
April	59	15	32	106	
May	62	25	44	131	
June	57	24	23	104	
Interoffice memos					
January	12	29	7	48	
February	36	28	2	66	
March	17	29	9	55	
April	11	27	4	42	
May	28	32	6	66	
June	13	21	6	40	
Other library business					
January	4			4	
February	0			0	
March	2			2	
April	29			29	
May	26			26	
June	15			15	
Patron Use(Sent & Rec'd)					
January		7	5	12	\$16.05
February	24	17	6	47	\$62.85
March	7	56	20	83	\$50.85
April	22	16	0	38	\$42.55
May	4	13	0	17	\$39.05
June	15	14	4	33	\$16.20
XX					
TOTAL	585	421	242	1248	\$227.55

MESSAGES REC'D (# OF PAGES)

Library business					
January	41	34	32	107	
February	78	69	43	190	
March	44	46	43	133	
April	49	57	43	149	
May	73	56	61	190	
June	81	58	33	172	
XX					
TOTAL	366	320	255	941	

FAX MACHINE COSTS

	RENSELAER	DEMOTTE	WHEATFIELD	TOTAL **
JANUARY				
Set	\$37.46	\$22.70	\$38.74	\$98.90
Long distance	\$11.34	\$6.49		\$17.83
FEBRUARY				
Set	\$37.46	\$22.70	\$38.74	\$98.90
Long distance	\$12.60	\$9.10	\$1.01	\$22.71
MARCH				
Set	\$37.46	\$22.70	\$38.74	\$98.90
Long distance	\$23.23	\$36.35	\$.43	\$60.01
APRIL				
Set	\$37.46	\$22.70	\$38.74	\$98.90
Long distance	\$12.15	\$19.76	\$2.84	\$34.75
MAY				
Set	\$37.46	\$22.70	\$38.74	\$98.90
Long distance	\$19.95	\$.83		\$20.78
JUNE				
Set	\$37.46	\$22.70	\$38.74	\$98.90
Long distance	\$19.95	\$13.69		\$33.64
XX				
TOTAL	323.98	222.42	236.72	783.12

PROPOSED CHANGES IN SALARY RANGES

1.6 Salary ranges

SALARIED

Based on 40 hours

<Present Ranges>

Director	28,000 minimum	<26,000,minimum>
Branch Librarian	21,000 - 28,000	<20,000-25,000>
Children's Librarian	18,000 - 25,000	<18,000-23,000>
Administrative Asst.	15,000 - 20,000	same
Tech. Services Libn.*	21,000 - 28,000	<18,000-23,000>
Special Services Libn.	12,000 - 17,000	same
Library Specialist	12,000 - 17,000	same
Library Assistant	10,000 - 15,000	same

HOURLY (Based on hourly rate)

Janitor **	\$6.50 - \$7.50	<4.00-6.50>
Clerk ***	\$4.25 - \$6.50	<4.00-6.50>
Page ***	\$3.95 - \$4.40	<3.35-3.50>

*Brings in line with branch librarians who also must possess skills and knowledge beyond that of a librarian just out of library school.

**Brings our janitor salaries in line with KV School Corporation and Rensselaer School Corporation salaries (\$6.98-\$8.56, and \$6.89, going to \$7.05 after 30 days, respectively).

***Adjusts to reflect increases in federal minimum wage (\$3.80 until April 1991, then \$4.25 per hour).

The Policy Committee also recommends adding the following statement to the "Checklist of Annual Increments", a form which determines the annual raises of salaried employees:

"Employees who are on probation at the time of their annual evaluation, or whose work evaluation shows a less than satisfactory level of performance, will not be eligible for a salary increase until their performance is judged by their supervisors to be satisfactory."

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	12676			12676
Resident	39	64	13	116
Non-resident	5	0	0	5
Expired cards	72	62	24	158
Total Registered				12638
REFERENCE QUESTIONS				
Telephone				
Directional	96	51	181	
Reference	114	110	134	
In-person				
Directional	171	195	173	
Reference	224	153	211	
Total	605	509	699	
INTRALIB. LOAN ITEMS FILLED	55	47	32	
LOCAL HISTORY				
In person	15			
Microfilms used	11			
Letters	1			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	121		111	
Software used	163		204	
VCR Use	2		3	
Microforms	3			
Other				
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	81	80	13	
Items rec'd for:	52	80	26	
Items outstanding:	29	0	-13	
Items from Ind. libs.	42	67	16	
Items requested by other libraries	0			
Items supplied to other libraries	0			
Info requests ansdwd for other libs	0			
Info requests sent	0			

SALARIES 1990: ADDENDA

	Annual	Hourly	Hrs Worked	Per Pay
AMBER WARRAN (3/14/90)	\$4335	\$4.30	24	\$223.63
ROSE HOWARD	\$6500	\$5.00	25	\$270.84
CHERYL HEIRONIMUS (6/1/90-8/15/90)		\$4.51	34	\$332.24
PAULA BAUGH (as page)		\$3.85	10	

Manda Stewart

Robert Souza

Wilbur D. Doty

Barbara Lestuo

AUG.

AGENDA.....August 6, 1990
Monthly Meeting Rensselaer Library
Board of Trustees 7:00 PM
Jasper County Public Library

1. Final drawings of DeMotte plans: Kim Rothenberger
2. Minutes
3. Bills/Financial reports
 - 3.1 Bills to be allowed/Paychecks
 - 3.2 Financial statements
4. Director's report
 - 4.1 Circulation
 - 4.2 Activities
 - 4.3 Branch Librarian update
 - 4.4 Report on Automation workshop
5. Adoption of 1991 library budget
6. Selection of financial advisor for building project
7. FAX machine policies
8. Proposal to house a Toy Library at Rensselaer (see attached)
9. Board meeting dates: Proposed changes
(September meeting on Monday, Sept. 10, at Wheatfield)
10. Wheatfield Business
 - 10.1 Salary adjustment
11. DeMotte Business
 - 11.1 Extension of Jubilee Gospel Center's permission to use DeMotte meeting room on Sundays
12. Rensselaer Business
 - 12.1 Permission to hire Paula Baugh as Adult Services Clerk -
20 hrs per week
13. Adjournment
14. EXECUTIVE SESSION: TO DISCUSS PURCHASE OF REAL PROPERTY
Bill Moriarty present

MINUTES.....July 2, 1990
DeMotte Library Library Board Meeting
7:00 PM

Present: W. Doty, B. Leestma, B. Souza, W. Stewart, L. Daugherty,
C. Fagen

Financial Consultants: Dan Kramer, of Therber, Wilkerson and Associates, presented the Board with an overview of the services of his organization. He explained that they would first prepare a preliminary report showing the impact on taxes of annual debt service for various bond issue sizes, terms and interest rates. He commented on the differences between general obligation bonds and leasing corporations, and indicated his firm's opinion that the JCPL Board would probably be well advised to use a general obligation bond. He also recommended a competitive rather than negotiated sale.

He indicated that one strength of Lonnie Therber and his firm was the length of time they have dealt with the Tax Board and other involved persons. This could result in matters being handled in a smoother and more expeditious fashion. The firm would advertise the bond issue widely. They would attend all meetings at which the Board requested their presence. No extra charges would be made above their set fee, except for the rating fee and the printing of the official statement. Their fee would be contingent upon the success of the bond issue.

Minutes: The minutes of the June 4 and June 19 board meetings were approved on a motion by Bob Souza, seconded by Wanda Stewart.

Bills, Financial Statements: Bills, payroll and financial statements were approved on a motion by W. Stewart, seconded by B. Souza. A motion to invest \$175,000 in a three month certificate of deposit was made by B. Souza, seconded by W. Stewart, and approved.

Director's Report: The Director noted the increase in circulation at all 3 libraries and presented a report detailing her own activities throughout the previous month.

DeMotte Building Program: Kim Rothenberger of L O M Corporation presented the preliminary site plans and blueprints for the DeMotte Library. He stated that his firm is presently soliciting quotes for the soil borings and site surveys necessary before final plans can be drawn up.

The Board expressed their pleasure with the work of LOM and the DeMotte Building Committee, which consisted of Barbara Leestma, Marge Hohner, Miriam Lawyer, Charlotte Fagen, Jill Tachtiris, Joan Kopanda and Lynn Daugherty. A need was noted to add a second entrance (or exit) to the main parking lot to allow the smooth flow of traffic. A motion, made by B. Leestma, seconded by B. Souza, was approved to go ahead with building plans as presented. K. Rothenberger will have cost estimates ready for the Board by their August 6 meeting.

Policy Review Committee Report: L. Daugherty presented the recommendations of the Policy Review Committee concerning salary ranges and a change in the "Checklist of Annual Increments". The changes were approved as proposed on a motion by B. Leestma, seconded by W. Stewart, with the addition of a statement that "On April 1, 1991, the beginning wage for a page will become \$4.25 per hour to correspond with the federal minimum wage."

Budget Committee Report: The Budget Committee, including W. Doty and B. Leestma, presented the proposed budget for 1991. After some discussion and the adjusting of the salary of the director to \$33,920, the budget was approved for publication on a motion by B. Leestma, seconded by B. Souza. The public hearing for the budget is scheduled for July 30, at 7:00 PM, at the Rensselaer Library. The Board will meet to adopt the budget at their regular monthly meeting on August 6, 1990, at the Rensselaer Library.

Wheatfield business: L. Daugherty reported that the tree trimming has been completed at the Wheatfield Library. She was authorized to consult roofers about possible dry rot found on the roof of the old library. She was also authorized to discuss the problems of gutters and of uneven heating of the Wheatfield Library with L O M and bring to the Board estimates of the cost of resolving these problems.

The Board adjourned at 10:15 PM on a motion by B. Souza, seconded by W. Stewart.

AGENDA.....July 30, 1990
Jasper Co. Public Library Board of Trustees.....Rensselaer Library, 7 PM

1. Hearing on 1991 budget
2. Executive session to discuss purchase of real estate for Jasper
County Public Library.

MINUTES.....July 30, 1990
Jasper Co. Pub. Lib. Board of Trustees.....Rensselaer Library, 7 PM

Present: M.L. Casey, W. Stewart, M. Lawyer, B. Souza, L. Daugherty

The Board met for the purpose of hearing public comments on the 1991 budget. There being no members of the public present, the meeting was adjourned at 7:20 PM on a motion by B. Souza.

An executive session was not held.

SALARIES 1990: ADDENDA

	Annual	Hourly	Hrs Worked	Per Pay
MARY DUGGLEBY	11920	5.73	40	496.67

Margie Lida Carey

Theda Stewart

Miriam Sawyer

Marge Hohner

REPORT ON FAX MACHINE COSTS

A study of FAX costs from January through June 1990 shows the following:

Telephone costs:	\$914.73
Rec'd from patron use:	<u>\$251.70</u>
Net cost:	\$663.03

Total cost of phone service Jan.-June 1989:	\$2767.78
Total cost of phone service Jan.-June 1990:	<u>\$3299.68</u>
Difference between 1989 and 1990 cost:	\$531.90

Total additional phone cost in 1990 for FAX service: \$131.13
(The above figures do not take into account, of course, the initial cost of the purchase of the machines.)

After 10 months of FAX machine use, I would like to recommend the following policies for FAX charges:

In-county residents: \$3.00 for the first page and 15 cents for each additional page

Out-of-county residents: \$4.00 for first page and 15 cents for each additional page.

Staff and Board members will be charged a flat \$3.00 charge for each transmission they send. When receiving a FAX transmission, they will be charged 15 cents per page.

I recommend that we charge the above only for patron communications with other persons. The charges would not be assessed when we use FAX for interlibrary loan for those patrons or for immediate answers to reference questions.

I recommend that we charge nothing for the first 5 FAXed pages of materials held in one of our own libraries. If the patron wants more than 5 pages FAXed, we would charge 15 cents per page. (Presently we charge 15 cents per page for each of the first 5 pages, the 25 cents per page for any additional pages).

My rationale for this is that it would be a great savings to the library if we could purchase only one copy of some expensive items and let patrons in the other libraries access that item by FAX. If we must charge for copies, then we are limiting access to those who can pay and I would feel a much greater responsibility to purchase the item for each of the libraries. I feel we would spend far, far less in FAXing than we would spend in book purchasing.

TOY LIBRARY PROPOSAL
8-2-90

The Indiana Department of Education recently awarded the Rensselaer Central Schools Corp. \$192,000 for a pilot child care program targeted on developing parental and day care pre-school education and after school recreation. Sue Schaltenbrand, an early childhood specialist who directs the Transitional Program for RCSC will be project manager.

Components of the program: Preschool day care
 LatchKey after-school program
 Parental education

One part of the Parental Education component is monthly programs for parents. We have agreed to provide one staff person to serve on a committee to set up the program series. We have also agreed that programs may be held at the Rensselaer Library.

A second aspect of the Parental Education component is parenting literature. A small amount of money has been allotted for that. Sue Schaltenbrand will have a major voice in the selection of materials, but we have agreed to accept the materials as long as the terms of our gift policy are understood and agreed to.

Another part of the Parental Education component approved in the grant is the establishment of a Toy Library at the Rensselaer headquarters of the Jasper County Public Library. Funding for this Toy Library is \$2,500.

Sue had talked informally to Debra about the grant prior to writing it. Sue did not ask her at that time if the library would be willing to house the Toy Library. Her plan was to first find out if the grant would be funded.

Action needed: The Board must decide if the library should accept the funds and the responsibility for administering this Toy Library and housing the collection.

Considerations: Playing with the right toys provides valuable learning experiences for young children.

 A large number of public libraries provide toy collections.

 Until we have a new library, space is limited; however, we would be permitted to display a few of the toys on a rotating basis, storing the others.

 We will need to educate ourselves to set up selection standards, circulation procedures, etc. This will take a little time, but Julie

and Debra feel it can be done. An association of Toy Libraries can provide the info we need. Several companies use strict guidelines for assessing the educational value, durability, and safety of toys. We could purchase through them also.

I would recommend that, if we agree to house the Toy Library, we draft a formal, written agreement to be signed by the Library Board and those administering the grant, insuring that:

- we become the owners of the toys and have the right to dispose of them when necessary (as stated in our gift policy).
- we have selection standards that will be followed
- we know exactly how financial arrangements will be handled
- the Toy Library would be housed in the Rensselaer Library and toys could not be interlibrary loaned. However, they would be available at Rensselaer for loan to anyone with a valid JCPL borrower's card, regardless of place of residence.
- the \$2500 would cover the purchase of the toys and the supplies needed to package and house them for display and loan.
- we know what evaluative procedures we will need to follow.

Debra and I discussed the above library requirements with Sue Schaltenbrand. Sue sees no problems in meeting our "demands."

DIRECTOR'S REPORT
JULY 1990

Meetings:

- Library Board meetings (2)
- Staff computer workshop at KV High School (4 hours)
- With Bill Moriarty to discuss terms of purchase of Rensselaer property
- University of Wisconsin Automation Workshop (2 days)
- 2 interviews with Branch Librarian candidates
- Meeting with State Board of Tax Examiners' auditor
- Meeting with Sue Schultenbrand on Toy Library

Other activities:

- Learning our new desktop publishing program
- Updating the system video lists
- Updating of job descriptions: preliminary work
- Worked at Wheatfield 3 days (most of time spent on weeding and collection development)
- Preparations for NILART meeting, Aug. 29, at DeMotte library
- Prepared August issue of Library Express
- Researching topic of automation
- Other administrative duties

For your info:

I thought you might like to hear some of the feedback we have been hearing about the library recently.

...The biggest question has been "When are you going to start construction on the new libraries?" The feeling is that we are planning to begin any day now.

...A Rensselaer patron said "I don't know whose idea the video circuit is, but it is great. It's so good to have the new titles. My husband and I have set through some of them twice."

...A Rensselaer patron said, "You have so many good new books here. I can't keep up with you."

...A DeMotte patron, who is working on teacher certification, said, "The others in my class can't believe it when I tell them how good my little town library is. They can never find what they want at school, but you have much of what I want, and you get the rest from all over the country."

...Lois Stone, instructor in the Wheatfield Adult Learning Center, writes, "I want to thank you for providing the meeting room and so nicely accommodating the Wheatfield Adult Learning Center. Last school year 18 people attended the Wheatfield learning center. The majority of these people came in for instruction in reading, English, and math skills in preparation for the GED test. Other people sought help for low level reading skills, and others who already had a high school diploma needed brush-up work for college entrance....Thank you for your assistance and cooperative efforts..."

...A first grade teacher at Wheatfield wrote at the end of the spring semester, "Dear Kind and Helpful Ladies of the Library, Thank you so much for providing us with the books to go with each section of our reading text. The children really got excited seeing books written by the same authors as in their readers. They have become familiar with James Marshall,just to name a few. Thank you for your part in stimulating reading for fun as well as for learning. I appreciate this service you have made available to my classroom and hope to continue it next year."

Comments such as these make the work worthwhile for our staff and I thought they might make you feel good about all the hours you have put in, too.

CIRCULATION STATISTICS

RENSSELAER					DEMOTTE					WHEATFIELD				
ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
E		E		ATION	E		E		ATION	E		E		ATION

JULY 1990

ULT BOOKS															
Fiction	64	64	2	2	2141	50	50	2	2	1630	40	40	13	15	969
Non-Fiction	122	80	46	12	945	93	69	56	28	850	71	65	50	53	355

CHILDREN'S BK															
Fiction	79	62			1695	88	85	6	6	2197	61	57	50	49	830
Non-fiction	89	68			719	55	55	9	9	482	44	25	83	77	147

GAZINES															
Adult					991					619			453	453	272
Children															

APPHIC MATER'L					4								1	1	3
uzzles,Prints,															
a Filmstrip															

CROFORMS															
UND R'CRDGS	18	18			156	3	3	1	1	78	6	6	9	9	159
FTWARE															
MPHLETS	387		252		96					53					17
S's	5	5			1076					679			2	2	680
UIPMENT					3					3					
TAL	764	297	300	14	7826	289	262	74	46	6591	222	193	661	659	3432

RCENT															
Increase					19%										
Decrease										.4%					6.2%
D OF MONTH:															
					RENSSELAER					DEMOTTE					WHEATFIELD

TAL MATERIALS										20127					16097
OWNED															
TAL TITLES										18944					15105
OWNED															

MONTHLY SYSTEM STATISTICS					1989					1990					
Circulation					16809					17849			6%		
Daily Average															
to date					120906					133760			11%		
tal Circulation															

sselaer	day	313
otte	day	264
atfield	day	137

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
JULY 1990

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	12639			12639
Resident	89	90	37	216
Non-resident	4			0
Expired cards	48	42	10	100
Total Registered				12758
REFERENCE QUESTIONS				
Telephone				
Directional	41	60	167	
Reference	84	127	134	
In-person				
Directional	76	16	178	
Reference	418	172	198	
Total	619	375	677	
INTERLIB. LOAN ITEMS FILLED	53	45	36	
LOCAL HISTORY				
In person	15			
Microfilms used	8			
Others	3			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	134		109	
Software used	182		165	
VCR Use			2	
Microforms	5			
Other				
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	106			
Items rec'd for:	74			
Items outstanding:	32	0	0	
Items from Ind. Libs.	59			
Items requested by other libraries				
Items supplied to other libraries				
Info requests ansdwd for other libs				
Requests sent				

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for AUGUST 6, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	278914.23	6012.58	54131.67	230795.14
 Gift Funds				
DeMotte	2563.44	75.00	0.00	2638.44
Rensselaer	384.57	0.00	0.00	384.57
Wheatfield	898.81	0.00	170.00	728.81
 Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	76971.83	0.00	0.00	76971.83
 IRF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 Reciprocal Borrowing Fund	283.00	0.00	0.00	283.00
 P.E.R.F. Reserve for Insurance	1706.79 199.67	0.00 0.00	1142.17 -74.34	564.62 274.01
 TOTAL ALL FUNDS	445013.84	6087.58	55369.50	395731.92

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
06 AUG 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	19915.59	14584.41	58%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	18563.57	127312.30	109482.70	54%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	1141.68	6318.76	2681.24	70%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1711.47	11746.44	8053.56	59%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	175.10	480.28	1519.72	20%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	3840.26	7719.24	7280.76	51%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	610.95	18389.05	3%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	507.47	242.53	68%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	188.00	812.00	19%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	266.42	1057.95	2192.05	33%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	246.26	1586.36	2313.64	55%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	4.25	95.75	4%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	413.42	473.08	276.92	63%
2.33	REPAIR PARTS	250.00	.00	250.00	108.35	126.52	123.48	51%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	170.52	3695.23	4304.77	46%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	29.18	687.47	1312.53	34%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	6268.50	8746.50	-5246.50	250%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	.00	50.00	950.00	5%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	457.50	3377.50	-2377.50	338%
3.21	TELEPHONE	9000.00	.00	9000.00	597.15	4220.17	4779.83	\$8%
3.22	POSTAGE	3000.00	.00	3000.00	103.79	1374.37	1625.63	46%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	168.90	1490.00	4510.00	25%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	427.60	1961.33	5288.67	27%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	270.90	713.35	286.65	71%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4557.00	2443.00	65%
3.51	GAS	7000.00	.00	7000.00	57.69	3323.14	3676.86	48%
3.52	ELECTRICITY	18000.00	.00	18000.00	1392.86	6571.21	11428.79	37%
3.53	WATER	500.00	.00	500.00	71.20	218.36	281.64	44%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	69.18	172.36	327.64	34%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	90.00	3809.80	690.20	85%
3.62	EQUIPMENT	1000.00	.00	1000.00	9.50	609.23	390.77	61%
3.72	EQUIPMENT	1000.00	.00	1000.00	24.90	317.24	682.76	32%
3.91	DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	826.64	3467.67	3532.33	50%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	.00	8000.00	-7500.00	1600%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	369.64	4532.07	7467.93	38%
4.51	BOOKS	115000.00	.00	115000.00	11633.30	41125.17	73874.83	36%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	84.00	13836.22	1663.78	89%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	1839.29	7325.72	5174.28	59%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	36.24	11879.75	7543.43	61%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	54131.67	320900.31	314797.91	50%

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

06 AUG 90

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000759	2352	PAULA BAUGH	162.74	13 JUL 90	PAYROLL
000760	2355	PAULA L. BAUGH	53.47	13 JUL 90	PAYROLL
000761	2329	JULIE BRAY	534.01	13 JUL 90	PAYROLL
000762	2339	GLENDA BROWN	368.26	13 JUL 90	PAYROLL
000763	2353	RENEE CARR	174.86	13 JUL 90	PAYROLL
000764	2349	MARK CASSELLO	82.34	13 JUL 90	PAYROLL
000765	2348	LYNN DAUGHERTY	917.85	13 JUL 90	PAYROLL
000766	2336	MARY DUGGLEBY	368.71	13 JUL 90	PAYROLL
000767	2351	DEBRA EISERT	683.03	13 JUL 90	PAYROLL
000768	2330	CHARLOTTE FAGEN	589.86	13 JUL 90	PAYROLL
000769	2340	HEIRONIMUS, CHERYL	291.07	13 JUL 90	PAYROLL
000770	2341	ROSE HOWARD	221.91	13 JUL 90	PAYROLL
000771	2356	ROSE E. HOWARD	218.87	13 JUL 90	PAYROLL
000772	2342	MAIA KINGMAN	126.37	13 JUL 90	PAYROLL
000773	2343	DIANA KOBY	35.11	13 JUL 90	PAYROLL
000774	2334	JOAN KOPANDA	204.90	13 JUL 90	PAYROLL
000775	02328	MARY K. MARTIN	680.82	13 JUL 90	PAYROLL
000776	2344	RYAN MORELAND	85.29	13 JUL 90	PAYROLL
000777	2350	ERICA MURRAY	85.12	13 JUL 90	PAYROLL
000778	2337	KATHLEEN PADGITT	325.31	13 JUL 90	PAYROLL
000779	2338	BONNIE FOWELL	265.38	13 JUL 90	PAYROLL
000780	2331	SHARON SCHULENBERG	398.29	13 JUL 90	PAYROLL
000781	2345	EILEEN SPURGEON	83.39	13 JUL 90	PAYROLL
000782	2332	JILL TACHTIRIS	396.24	13 JUL 90	PAYROLL
000783	2346	ELIZABETH THONE	132.72	13 JUL 90	PAYROLL
000784	2354	AMBER WARRAN	189.16	13 JUL 90	PAYROLL
000785	2335	DIANE WIERS	313.18	13 JUL 90	PAYROLL
000786	2333	CHERYL WITTY	433.70	13 JUL 90	PAYROLL
000787	2347	DANIEL L. WITTY	109.94	13 JUL 90	PAYROLL
000788	2394	PAULA BAUGH	127.21	31 JUL 90	PAYROLL
000789	2397	PAULA L. BAUGH	115.48	31 JUL 90	PAYROLL
000790	2374	JULIE BRAY	534.01	31 JUL 90	PAYROLL
000791	2384	GLENDA BROWN	368.26	31 JUL 90	PAYROLL
000792	2395	RENEE CARR	174.86	31 JUL 90	PAYROLL
000793	2392	MARK CASSELLO	74.03	31 JUL 90	PAYROLL
000794	2391	LYNN DAUGHERTY	917.85	31 JUL 90	PAYROLL
000795	2381	MARY DUGGLEBY	368.71	31 JUL 90	PAYROLL
000796	2393	DEBRA EISERT	683.03	31 JUL 90	PAYROLL
000797	2375	CHARLOTTE FAGEN	589.86	31 JUL 90	PAYROLL
000798	2385	HEIRONIMUS, CHERYL	226.13	31 JUL 90	PAYROLL
000799	2398	ROSE E. HOWARD	218.87	31 JUL 90	PAYROLL
000800	2386	MAIA KINGMAN	62.25	31 JUL 90	PAYROLL
000801	2379	JOAN KOPANDA	204.90	31 JUL 90	PAYROLL
000802	02373	MARY K. MARTIN	680.82	31 JUL 90	PAYROLL
000803	2387	RYAN MORELAND	44.96	31 JUL 90	PAYROLL
000804	2382	KATHLEEN PADGITT	325.31	31 JUL 90	PAYROLL
000805	2383	BONNIE FOWELL	265.38	31 JUL 90	PAYROLL
000806	2376	SHARON SCHULENBERG	398.29	31 JUL 90	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

06 AUG 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000807	2388	EILEEN SPURGEON	81.45	31 JUL 90	PAYROLL
000808	2377	JILL TACHTIRIS	396.24	31 JUL 90	PAYROLL
000809	2389	ELIZABETH THONE	123.53	31 JUL 90	PAYROLL
000810	2396	AMBER WARRAN	189.16	31 JUL 90	PAYROLL
000811	2380	DIANE WIERS	313.18	31 JUL 90	PAYROLL
000812	2378	CHERYL WITTY	433.70	31 JUL 90	PAYROLL
000813	2390	DANIEL L. WITTY	167.20	31 JUL 90	PAYROLL
0009267	2357	INDIANA FEDERAL	175000.00	05 JUL 90	PURCHASE CERTIFICATE OF DEPO
0009268	02358	CIALSA	135.00	05 JUL 90	REGISTRATION FOR SUPPORT STA
009269	02359	NIPSCO	353.33	13 JUL 90	DEMOTTE UTILITIES
009270	02360	NIPSCO	405.62	13 JUL 90	WHEATFIELD UTILITIES
009271	02361	NORTHWESTERN INDIANA TELEPHO	86.48	13 JUL 90	DEMOTTE TELEPHONE
009272	02362	UNITED TELEPHONE COMPANY	445.64	13 JUL 90	RENSSELAER TELEPHONE & BOOKS
009273	02363	UNITED TELEPHONE COMPANY	116.49	13 JUL 90	WHEATFIELD TELEPHONE
009274	02364	BANK ONE	2947.61	13 JUL 90	FICA & FED TAX WITHHELD 13 J
009275	02365	INDIANA DEFERRED COMPENSATIO	72.50	13 JUL 90	WITHHELD FROM 13 JUL 90 PAYR
009276	02366	INDIANA DEPT. OF EMPLOYMENT	175.10	13 JUL 90	QUARTERLY PAYMENT TO UNEMPLO
009277	02367	PUBLIC EMPLOYEES' RETIREMENT	5547.05	13 JUL 90	QUARTERLY PAYMENT TO PERF
009279	02368	FIRST OF AMERICA BANK	37821.52	13 JUL 90	DEPOSITORY DISTRIBUTION
009280	02369	DEMOTTE STATE BANK	34691.19	13 JUL 90	DEPOSITORY DISTRIBUTION
009281	02371	INDIANA FEDERAL	13682.91	13 JUL 90	DEPOSITORY DISTRIBUTION
009282	02372	INDIANA NATIONAL BANK	7981.90	13 JUL 90	DEPOSITORY DISTRIBUTION
009283	2399	BANK ONE	2794.76	31 JUL 90	FICA & FED. TAX WITHHELD 31
009284	02400	INDIANA DEPARTMENT OF REVENUE	940.48	31 JUL 90	STATE & COUNTY TAX WITHHELD
009285	02401	INDIANA DEFERRED COMPENSATIO	72.50	31 JUL 90	WITHHELD FROM 31 JUL 90 PAYR
009286	02402	CITY OF RENSSELAER	391.61	31 JUL 90	RENSSELAER UTILITIES
009287	02403	AT&T	93.85	31 JUL 90	DEMOTTE TELEPHONE
009288	02404	ACE HARDWARE	24.75	06 AUG 90	JANITORIAL SUPPLIES -- DEMOT
009289	02405	ASSOCIATED LIBRARIES, INC.	322.42	06 AUG 90	BOOKS
009290	02406	BAKER & TAYLOR	348.27	06 AUG 90	BOOKS
009291	02407	BAKER & TAYLOR	7704.87	06 AUG 90	BOOKS
009292	02408	BAKER & TAYLOR	1362.00	06 AUG 90	LEASE BOOKS
009293	02409	BEAGLE BROS., INC.	90.00	06 AUG 90	TIMEOUT UPDATES -- SOFTWARE
009294	02410	BUENA VISTA DISTRIBUTION CO.	170.00	06 AUG 90	MOVIE FOR WHEATFIELD SUMMER
009295	02411	BOUND TO STAY BOUND BOOKS, I	254.35	06 AUG 90	BOOKS
009296	02412	BRODART CO.	84.63	06 AUG 90	SYSDAC TAPE
009297	02413	BRODERBUND SOFTWARE DIRECT	35.00	06 AUG 90	BACKUP DISKS -- SOFTWARE
009298	02414	CAHNERS PUBLISHING COMPANY	161.00	06 AUG 90	AD FOR BRANCH LIBRARIAN
009299	02415	CAREER TRACK INC.	135.00	06 AUG 90	REGISTRATION FOR 1/2 DAY PRO
009300	02416	CHARLOTTE FAGEN	10.00	06 AUG 90	PRIZE FOR SUMMER READING
009301	02417	COAST TO COAST	9.98	06 AUG 90	FAUCET REPAIRS -- RENSSELAER
009302	02418	DEMCO	439.41	06 AUG 90	APPLICATION CDS., COPY PAPER
009303	02419	DEMOTTE CARPET	22.99	06 AUG 90	CLEANING SUP. -- WHEATFIELD
009304	02420	DEMOTTE OFFICE SUPPLY	8.88	06 AUG 90	OFFICE SUPPLIES -- DEMOTTE
009305	02421	DICK JOLINK	158.00	06 AUG 90	MOWING & TRIMMING -- DEMOTTE
009306	02422	DURA-CLAD BOOKS	186.21	06 AUG 90	BOOKS
009307	02423	DYKE'S ELECTRIC INC.	97.04	06 AUG 90	REPAIRS -- RENSSELAER
009308	02424	ECONO-CLAD BOOKS	285.50	06 AUG 90	BOOKS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

06 AUG 90

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009309	02425	EDUCATION RECORD CENTER	63.85	06 AUG 90	VIDEOS
009310	02426	EDUCATORS PROGRESS SERVICE,	29.40	06 AUG 90	BOOKS
009311	02427	ENCYCLOPAEDIA BRITANNICA ED.	23.68	06 AUG 90	BOOKS
009312	02428	FACTS ON FILE, INC.	161.34	06 AUG 90	BOOKS
009313	02429	FAS-TRACK COMPUTER PRODUCTS	1011.72	06 AUG 90	COMPUTER SOFTWARE
009314	02430	GALE RESEARCH INC.	56.42	06 AUG 90	BOOKS
009315	02431	GROLIER EDUCATIONAL CORP.	66.90	06 AUG 90	BOOKS
009316	02432	HERITAGE OFFICE PRODUCTS, IN	742.19	06 AUG 90	OFFICE SUPPLIES & SERVICE CO
009317	02433	HIGHSMITH CO. INC.	282.47	06 AUG 90	CONTACT PAPER FOR PROCESSING
009318	02434	INDIANAPOLIS NEWSPAPERS INC.	84.00	06 AUG 90	NEWSPAPER -- DEMOTTE
009319	02435	INGRAM	727.72	06 AUG 90	VIDEOCASSETTES
009320	02436	JASPER COUNTY FARM BUREAU CO	84.49	06 AUG 90	GUTTER REPAIR -- DEMOTTE & F
009321	02438	JILL TACHTIRIS	47.00	06 AUG 90	MILEAGE TO CIALSA PROGRAM
009322	02439	JOHN BOTSFORD BOOK COMPANY	28.90	06 AUG 90	BOOKS
009323	02440	JULIE BRAY	16.50	06 AUG 90	MILEAGE & TRANSPORTATION
009324	02441	K.V.ELECTRIC	22.00	06 AUG 90	LIGHT REPAIR -- DEMOTTE
009325	02442	KATHLEEN PADGITT	6.80	06 AUG 90	MILEAGE FOR ALA CONVENTION
009326	02443	KANKAKEE VALLEY POST NEWS	54.95	06 AUG 90	BUDGET NOTICE
009327	02444	LEISURE ARTS/RIVERWOOD PRESS	17.90	06 AUG 90	BOOKS
009328	02445	LIBRARIES UNLIMITED	51.12	06 AUG 90	SOFTWARE
009329	02446	LYNN DAUGHERTY	257.91	06 AUG 90	EXPENSES FOR AUTOMATION CONF
009330	02447	MUSIC WHOLESALERS	36.00	06 AUG 90	COMPACT DISCS
009331	02448	NATIONAL GEOGRAPHIC SOCIETY	14.95	06 AUG 90	BOOKS
009332	02449	NIFSCO	440.37	06 AUG 90	DEMOTTE UTILITIES
009333	02450	OOMS DISPOSAL SERVICE INC.	11.50	06 AUG 90	TRASH PICK-UP -- DEMOTTE
009334	02451	OFFICE DEPOT	56.43	06 AUG 90	OFFICE SUPPLIES & STAMP PADS
009335	02452	QUILL	116.04	06 AUG 90	OFFICE SUPPLIES
009336	02453	FASE'S	161.49	06 AUG 90	TELEPHONES -- DEMOTTE
009337	02454	R W POOL CO., INC.	161.25	06 AUG 90	JANITORIAL SUPPLIES
009338	02455	R.R. BOWKER	39.45	06 AUG 90	BOOKS
009339	02456	RENSSELAER REPUBLICAN	54.95	06 AUG 90	1991 BUDGET NOTICE
009340	02457	RON MC ATEE	100.00	06 AUG 90	STAFF COMPUTER WORKSHOP - 13
009341	02458	SECURITY COURIERS, INC.	357.50	06 AUG 90	TRANSPORT BETWEEN LIBRARIES
009342	02459	SHANLEY'S, INC.	244.50	06 AUG 90	LANDSCAPING SUPPLIES -- RENS
009343	02460	SILVER BURDETT PRESS INC.	12.76	06 AUG 90	BOOKS
009344	02461	SIMPLEX TIME RECORDER CO.	143.00	06 AUG 90	BATTERIES -- WHEATFIELD
009345	02462	TEETERS CULLIGAN	24.90	06 AUG 90	COOLER RENTAL
009346	02463	THE L.O.M. CORPORATION	6268.50	06 AUG 90	DEMOTTE & RENSSELAER PROJECT
009347	02464	WALLMANN'S	37.27	06 AUG 90	JANITORIAL SUPPLIES
009348	02465	CHERYL A. WITTY	22.44	06 AUG 90	REIMBURSE DEMOTTE PETTY CASH
009349	02466	CHERYL A. WITTY	49.05	06 AUG 90	REIMBURSE RENSSELAER PETTY C
009350	02467	POSTMASTER GENERAL	75.00	06 AUG 90	POSTAGE

--TOTAL AMOUNT OF CLAIMS-- 324447.02

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 324447.02. Dated 06 AUG 90.

_____	_____
_____	_____
_____	_____
_____	_____

RECEIPT BREAKDOWN FOR
AUGUST 6, 1990

FINES and FEES..... 1060.90

DeMotte	433.57
Rensselaer	303.68
Wheatfield	323.65

PHOTOCOPIES..... 713.40

DeMotte	244.95
Rensselaer	300.70
Wheatfield	167.75

CARDS..... 29.50

DeMotte	4.50
Rensselaer	11.50
Wheatfield	13.50

INTEREST..... 1210.70

GIFT FUNDS..... 75.00

DeMotte	75.00
Rensselaer	0.00
Wheatfield	0.00

STATE DISTRIBUTION..... 2796.74

WHEATFIELD LIONS CLUB -- utilities for use of building 201.34

TOTAL AMOUNT OF RECEIPTS..... 6087.58

{-----BANK BALANCES-----}

DATE {06 AUG 90}

A1 {BANK ONE CHECKING	}	B1 {	75738.31}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	175000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	55162.53}
A5 {DEMOTTE STATE BANK	}	B5 {	51235.43}
A6 {INDIANA FEDERAL	}	B6 {	26407.55}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	12188.10}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10 {	395731.92}

The
L O M
Corporation
Indianapolis/Cincinnati

Architects
Planners
Interior Designers

R. K. Lennox
C. M. Oldham
J. G. Ochs
R. Dunkin
D. K. Rothenberger
L. N. Keith

August 6, 1990

File 89.122.2 B-1
Addition to and Renovation of
Demotte Public Library

Mrs. Lynn Daugherty, Director
Jasper County Public Library
301 North Van Rensselaer
Rensselaer, Indiana 47978

Dear Lynn,

We are pleased to have the opportunity of presenting our proposal to the Jasper County Public Library Board of Trustees for the addition to and renovation of Demotte Public Library. Our fee is based upon preliminary drawings dated July 2, 1990 consisting of renovating the existing building of approximately 4,400 square feet and adding approximately 14,600 square feet of new construction. We have estimated the construction cost at about \$1,450,000.00.

Further, our proposal includes the following general areas of service:

1. Preliminary design (some areas previously covered in Feasibility Study and subsequent floor plan revisions).
2. Design development.
3. Construction document preparation.
4. Securing all necessary State approvals.
5. Assistance in the bidding process, including bid evaluation, recommendations, and contract preparation.
6. Selection of interior and exterior material colors.
7. Construction administration and observation at regular intervals as well as all related duties, such as pay request review, progress meetings, etc.
8. Assistance in close-out, including punch lists, certificates of completion, etc.

Additionally, we have included the necessary involvement of a consulting mechanical/electrical engineer (Circle Design Group, Inc.) and a consulting civil engineer (Woolpert Consultants). We have not, however, included any reimbursable expenses, such as soil borings, bid document printing costs, acoustical consultants, situation surveys, or State approval fees. We anticipate the project starting construction in Spring of 1991 with final completion for occupancy in the Summer of 1992.

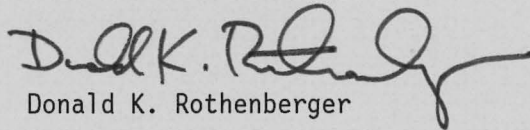
On that basis, we would be entitled to a fee of \$119,764.72 (8.25963%) per the attached standard AIA fee chart. However, since much of the preliminary work has been done from the Feasibility Study and subsequent

updates, and since it is our understanding that the Rensselaer project will be under construction concurrently, we would be willing to offer a discount in the amount of \$12,764.72 to arrive at a lump sum amount of \$107,000.00. We offer this discount to pass the savings on to you and in hopes of providing services in the future.

We are looking forward to continuing work with you, the Board, and your staff on this project, and if we can be of further assistance, please don't hesitate to call me.

Sincerely,

THE L O M CORPORATION


Donald K. Rothenberger

cc: DKR/File

Enclosure

DKR/ch



The
L O M
Corporation
Indianapolis/Cincinnati

Architects
Planners
Interior Designers

R. K. Lennox
C. M. Oldham
J. G. Ochs
T. Dunkin
D. K. Rothenberger
L. N. Keith

August 6, 1990

89.122.2 D-1

**ADDITION TO AND RENOVATION OF
DEMOTTE PUBLIC LIBRARY
Jasper, Indiana**

CONCEPTUAL COST ESTIMATE

Hard Costs

Renovation (4,400 sq. ft. at \$40.00).....	\$ 175,000.00
New Addition (14,600 sq. ft. at \$80.00).....	\$1,170,000.00
Library Equipment.....	\$ 100,000.00
Total Hard Cost	<u>\$1,450,000.00</u>

Soft Costs

Construction Contingency.....	\$ 75,000.00
Furnishings and Loose Equipment.....	\$ 50,000.00
Architectural and Legal Fees, Bonding, etc.....	\$ 175,000.00
Soil Borings, Survey, Printing, Permits, etc.....	\$ 10,000.00
Construction Insurance.....	\$ 10,000.00
Total Soft Cost	<u>\$ 320,000.00</u>

Project Total	<u>\$ 1,770,000.00</u>
---------------	------------------------

Building Types Listing

The separation of buildings into five categories is for the purpose of indicating their relative complexity and their resulting demand of the time, skill, creativeness and professional knowledge of

the Architect, his staff and consultants.

GROUP I	Monumental buildings, custom residences and other facilities requiring consummate design skill and much precise detailing.	Mausoleums, Memorials, Monuments Museums Custom Residences	Specialized Decorative Buildings Custom-Designed Furnishings
GROUP II	Structures of exceptional character and complexity of design or requiring comparatively large amounts of scientific, mechanical and electrical equipment. Airport Control Towers Aquariums Art Galleries Auditoriums Banks, Exchanges and Other Financial Institutions	Breweries City Halls and Courthouses College Buildings with Special Facilities Communications Buildings Extended-Care Facilities Exposition Buildings Hospitals Laboratories Libraries Medical Office Facilities and Clinics	Medical Schools Mental Institutions Mortuaries Observatories Private Clubs Public Health Centers Religious Facilities Research Facilities Schools, Special Theaters and Similar Facilities Veterinary Hospitals
GROUP III	Structures of moderate complexity of design requiring a moderate amount of scientific, mechanical and electrical equipment. Cinemas College Classroom Facilities Convention Facilities Correctional and Detention Facilities Dining Halls (Institutional) Fire Stations Gymnasiums	Hotels Laundries and Cleaning Facilities Marinas Nursing Homes Office Buildings (with tenant improvements) Park, Playground and Recreational Facilities Police Stations Post Offices Publishing Plants	Race Tracks Restaurants Schools, Elementary and Secondary Specialty Shops Stadiums Transportation Terminals Welfare Buildings YMCA, YWCA Buildings, Neighborhood Centers and Similar Recreational Facilities
GROUP IV	Structures of conventional character and detail, requiring normal design, detail, mechanical and electrical equipment. Armories Apartments Bakeries Bowling Alleys Cold-Storage Facilities	Convents and Monasteries Dormitories Exhibition Halls Freight Facilities Hangars Manufacturing/Industrial Plants Motels Office Buildings* Packaging and Processing Plants	Printing Plants Public Markets Retail Stores* (except Specialty Shops) Service Garages Shopping Centers* Skating Rinks Supermarkets* *Without tenant improvements
GROUP V	Structures of simplest, utilitarian character requiring a minimum of finish, mechanical and electrical equipment.	Parking Structures and Repetitive Garages Simple Loft-Type Structures Warehouses, exclusive of automated equipment	Other similar utilitarian type buildings Farm Structures Industrial Buildings without special facilities

Recommended Minimum Cost of Service Schedule

GROUP II

Percent = $21.37 - 2.20 \log_{10} C$ (Construction Cost)

GROUP III

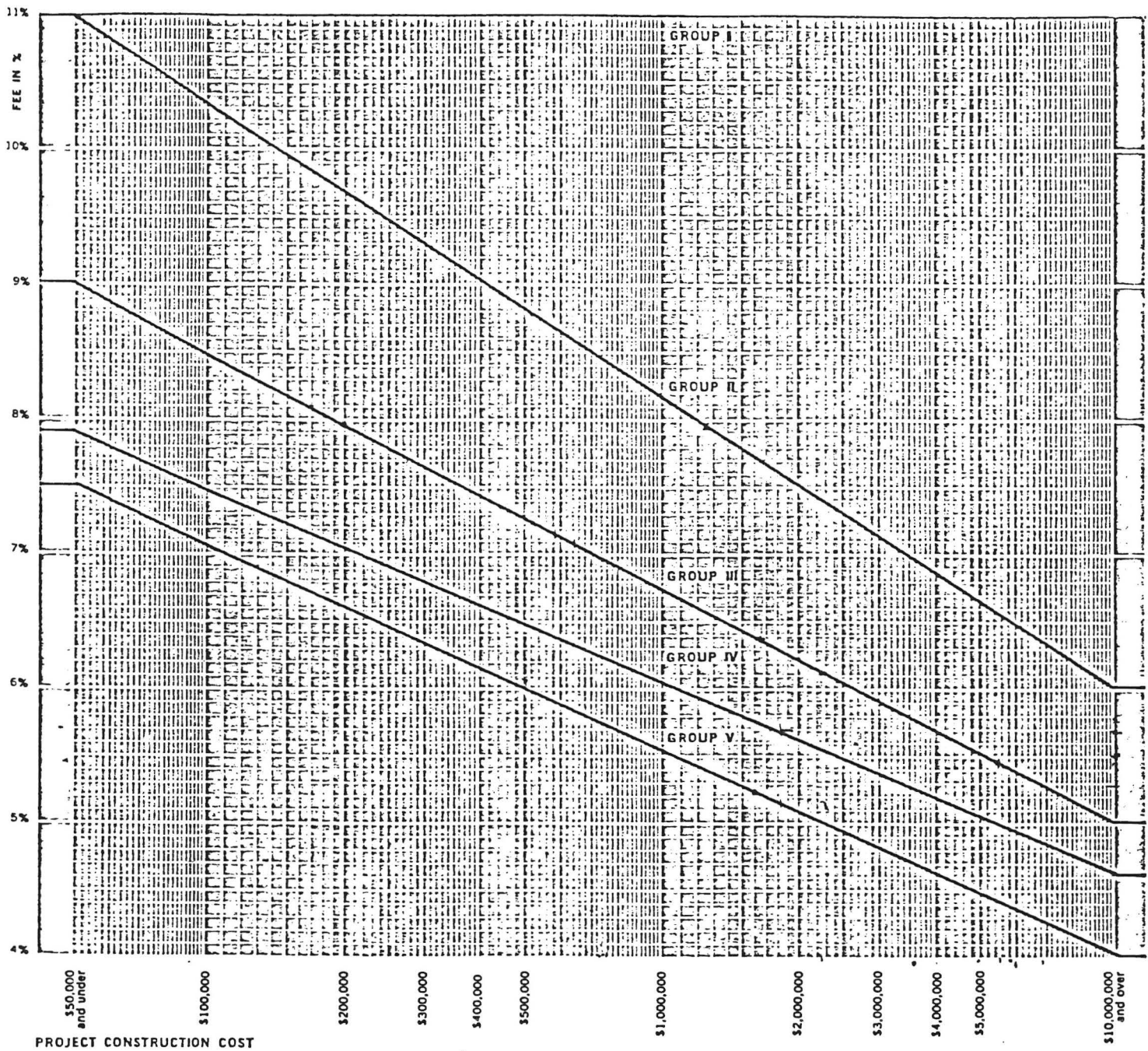
Percent = $17.25 - 1.75 \log_{10} C$

GROUP IV

Percent = $14.88 - 1.479 \log_{10} C$

GROUP V

Percent = $14.63 - 1.52 \log_{10} C$



Remodeling, Additions and Mixed Building Types

For rehabilitation and remodeling work add fifty percent (50%) to the Recommended Minimum Cost of Service. When projects include both new construction and remodeling, the rate should be determined in proportion to each. For structures of mixed type, the rate should be interpolated between two or more schedules in accordance with the relative importance of each type.

Repetitive Work

When essentially the same drawings and specifications are reused for more than one project or structure, the cost of service shall be fifty percent (50%) of the recommended minimum, plus the revision cost and all other direct costs such as reproduction of documents and travel.

Special Services

Special services are those professional activities which can be classified as planning "FOR" a building as opposed to the planning "OF" a building, together with those design functions which bear no relationship to construction cost. This includes but is not limited to:

Measured Drawings of Existing Buildings	Master Planning
Scale-Model Construction	Feasibility Studies
Special Design Research	Program Development
Furniture Design and Selection	Site Evaluation
Detailed Cost Estimates	Quantity Survey
Building Equipment (Loose, Fixtures)	Mock-up
Full-Time Contract Administration	Interiors

Services outlined above are based on direct personnel expense times a multiplier, plus direct cost and Consultant cost. Direct personnel expense is defined as total wages including statutory and customary benefits paid to employee and includes principal's time at the rate named in the Agreement. The multiplier may vary with each firm, but the recommended minimum is 2.75.

Direct costs to be reimbursed include printing of drawings and specifications, reports, photographs, renderings, long distance phone calls, transportation, meals, lodging, etc. All Consultant costs are to be reimbursed at the factor of at least 1.3 times the Consultant charges.

Separate Contracts

The recommended minimum cost of service includes all work designed by the Architect (including alternates designed at the request of the Owner but not accepted at the time of bidding) and is for projects with no more than five separate lump-sum contracts. Add 1/4 of 1% to the recommended minimum cost of service for each additional contract over five.

SEPT.

AGENDA.....August 27, 1990
Monthly Meeting Rensselaer Library
Board of Trustees 7:00 PM
Jasper County Public Library

1. Minutes
2. Bills/Financial reports
 - 2.1 Bills to be allowed/Paychecks
 - 2.2 Financial statements
3. Director's report
 - 3.1 Activities
 - 3.2 Branch Librarian update
4. Approval of 1991 budget
5. Board meeting location: October 1
6. Upgrading of board and employee mileage allowance
(Federal allowance = 26 cents, State allowance = 25 cents,
JCPL allowance = 20 cents)
7. Wheatfield Business
8. DeMotte Business
9. Rensselaer Business
10. NILBA MEETING--September 26
11. ILA District Meeting - October 16
12. Adjournment
13. EXECUTIVE SESSION (8:45 PM): TO DISCUSS PURCHASE OF REAL PROPERTY
Bill Moriarty present

Minutes.....AUGUST 6, 1990
Jasper County Public Library Rensselaer Library
Board of Trustees meeting 7:00 PM

Present: Board members Mary Linda Casey, Wanda Stewart, Miriam Lawyer and Marge Hohner. Staff members: Lynn Daugherty, Director; Kim Rothenberger, architect.

Architect's Report: The estimated costs for the DeMotte Library building project were explained to the board by K. Rothenberger of L O M Corporation. (Copy attached) It was noted that land costs were not included and that costs were based on DeMotte alone. When the project is bid out with the Rensselaer building included, costs for each building can be expected to be lower. Rothenberger noted that soil borings, survey and design development would be done after financing arrangements for the project are completed.

He stated that during the building project, L O M representatives would be on site daily during strategic points in construction and at least once a week at other times. Biweekly progress meetings will also be held. The firm will assist in ground breaking and dedication ceremonies as well as other aspects of the project.

Rothenberger also gave to the Board specifications and drawings for the addition of gutters to the Wheatfield Library. Bids may now be requested to complete this project. Rothenberger stated that he will be having the firm's engineers reassess the heating and cooling system at Wheatfield to determine what corrective steps must be taken to remedy the problems there. This will be done before the beginning of the heating season.

Minutes: Minutes for the July 2 and July 30 meetings were approved on a motion by M.L. Casey, seconded by M. Hohner.

Bills/Financial: The Director was asked to determine what amount of municipal funds is insured by FDIC in any one financial institution. It was noted that the Library has invested \$175,000 in one CD.

The bills and financial records were approved on a motion by W. Stewart, seconded by M. Hohner.

Director's Report: The Director noted that she is presently interviewing for the Branch Librarian position. She reported that the Automation Workshop she attended at the University of Wisconsin was extremely informative and that the staff is presently working on developing information that will assist the Board in determining what needs to be done in the area of automation and how it will benefit the library and its service to the community. The staff plans to bring this information to the Board by the October or November board meeting.

Financial Advisor: A decision was made to hire Therber, Wilkerson & Associates, Inc. as the library's financial advisor for the DeMotte and Wheatfield building project bond issue on a motion by M.L. Casey, seconded by W. Stewart.

Fax charges: The FAX charges recommended by the Director were approved on a motion by M.L. Casey, seconded by W. Stewart, with a change which would require a 20 cent charge instead of a 15 cent charge per page where page charges are assessed. (see attached)

Registration for library cards: Beginning in September, 1990, new library users will be required to show proof of their residence before being issued library cards. This action was taken following a motion by W. Stewart, seconded by M.L. Casey.

Toy Library: The Board moved to accept the funds and the responsibility to administer a Toy Library at the Rensselaer Library under a grant awarded to the Rensselaer School Corporation. The motion was made by W. Stewart, seconded by M.L. Casey. It was agreed that an agreement would have to be drawn up to spell out the terms under which the library would administer the project and that procedures for carrying out the program would have to be developed.

Jubilee Gospel Center: The Board agreed to allow the group to meet at the DeMotte Library on Sundays for another 3 months on a motion by M.L. Casey, seconded by W. Stewart.

Budget: The Board reconfirmed the decision of July 30 to republish the 1991 budget with a .1514 tax rate instead of a .127 rate on a motion by M.L. Casey, seconded by M. Hohner.

The Board noted that a new budget hearing date of August 20 and an August 27 meeting for the adoption of the budget will result in 3 board meetings in the month of August. They requested that no meeting be held in September to compensate for this. The Director will look into this possibility. The meeting was adjourned at 8:45 PM.

Budget Hearing..... August 20, 1990
Jasper County Public Library Rensselaer Library
Board of Trustees 7:00 PM

Present: Bob Souza, Miriam Lawyer, Lynn Daugherty

The Board met for the purpose of hearing public comments on their 1991 proposed budget. There being no members of the public present, the hearing adjourned at 7:30 PM.

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for AUGUST 27, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	230795.14	3721.84	24910.40	209606.58
 Gift Funds				
DeMotte	2638.44	475.00	0.00	3113.44
Rensselaer	384.57	0.00	0.00	384.57
Wheatfield	728.81	0.00	0.00	728.81
 Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	76971.83	0.00	239.36	76732.47
 Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 Reciprocal Borrowing Fund	283.00	0.00	0.00	283.00
 Levy Excess Fund	0.00	2580.00	0.00	2580.00
 Indiana Tax Collected	0.00	0.00	-364.46	364.46
County Tax Collected	0.00	0.00	-107.23	107.23
P.E.R.F.	564.62	0.00	-281.78	846.40
Reserve for Insurance	274.01	0.00	-37.17	311.18
 TOTAL ALL FUNDS	395731.92	6776.84	24359.12	378149.64

{-----BANK BALANCES-----}

DATE {27 AUG 90}

A1 {BANK ONE CHECKING	}	B1 {	56522.65}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	175000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	55660.70}
A5 {DEMOTTE STATE BANK	}	B5 {	52329.28}
A6 {INDIANA FEDERAL	}	B6 {	26407.55}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	12229.46}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10{	378149.64}

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

27 AUG 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000814	2490	PAULA BAUGH	159.60	15 AUG 90	PAYROLL
000815	2493	PAULA L. BAUGH	148.74	15 AUG 90	PAYROLL
000816	2469	JULIE BRAY	534.01	15 AUG 90	PAYROLL
000817	2479	GLENDA BROWN	368.26	15 AUG 90	PAYROLL
000818	2491	RENEE CARR	174.86	15 AUG 90	PAYROLL
000819	2487	MARK CASSELLO	68.48	15 AUG 90	PAYROLL
000820	2486	LYNN DAUGHERTY	917.85	15 AUG 90	PAYROLL
000821	2476	MARY DUGGLEBY	368.71	15 AUG 90	PAYROLL
000822	2489	DEBRA EISERT	683.03	15 AUG 90	PAYROLL
000823	2470	CHARLOTTE FAGEN	589.86	15 AUG 90	PAYROLL
000824	2480	HEIRONIMUS, CHERYL	282.05	15 AUG 90	PAYROLL
000825	2494	ROSE E. HOWARD	218.87	15 AUG 90	PAYROLL
000826	2481	MAIA KINGMAN	85.29	15 AUG 90	PAYROLL
000827	2474	JOAN KOPANDA	192.68	15 AUG 90	PAYROLL
000828	02468	MARY K. MARTIN	680.82	15 AUG 90	PAYROLL
000829	2482	RYAN MORELAND	99.71	15 AUG 90	PAYROLL
000830	2488	ERICA MURRAY	51.85	15 AUG 90	PAYROLL
000831	2477	KATHLEEN PADGITT	325.31	15 AUG 90	PAYROLL
000832	2478	BONNIE POWELL	265.38	15 AUG 90	PAYROLL
000833	2471	SHARON SCHULENBERG	398.29	15 AUG 90	PAYROLL
000834	2483	EILEEN SPURGEON	77.57	15 AUG 90	PAYROLL
000835	2472	JILL TACHTIRIS	396.24	15 AUG 90	PAYROLL
000836	2484	ELIZABETH THONE	98.42	15 AUG 90	PAYROLL
000837	2492	AMBER WARRAN	189.16	15 AUG 90	PAYROLL
000838	2475	DIANE WIERS	313.18	15 AUG 90	PAYROLL
000839	2473	CHERYL WITTY	433.70	15 AUG 90	PAYROLL
000840	2485	DANIEL L. WITTY	198.19	15 AUG 90	PAYROLL
009351	2495	BANK ONE	2887.91	15 AUG 90	FICA & FED TAX WITHHELD 15 A
009352	02497	INDIANA DEFERRED COMPENSATIO	72.50	15 AUG 90	WITHHELD FROM 15 AUG 90 PAYR
009353	02498	NIPSCO	474.27	15 AUG 90	WHEATFIELD UTILITIES
009354	02499	NORTHWESTERN INDIANA TELEPHO	109.84	15 AUG 90	DEMOTTE TELEPHONE
009355	02500	UNITED TELEPHONE COMPANY	273.14	15 AUG 90	RENSSELAER TELEPHONE
009356	02501	UNITED TELEPHONE COMPANY	129.37	15 AUG 90	WHEATFIELD TELEPHONE
009358	02502	ACE HARDWARE	35.77	27 AUG 90	JANITORIAL SUP. & EQUIPMENT
009359	02503	AT&T	71.16	27 AUG 90	DEMOTTE TELEPHONE
009360	02504	ASSOCIATED LIBRARIES, INC.	6.64	27 AUG 90	BOOKS
009361	02505	BAKER & TAYLOR	151.49	27 AUG 90	BOOKS
009362	02506	BAKER & TAYLOR	823.75	27 AUG 90	BOOKS
009363	02507	CAHNERS PUBLISHING COMPANY	101.70	27 AUG 90	BRANCH LIBRARIAN AD
009364	02508	CHILDRENS PRESS	28.71	27 AUG 90	BOOKS
009365	02509	CITY OF RENSSELAER	346.97	27 AUG 90	RENSSELAER UTILITIES
009366	02510	COMPUTERLAND OF WEST LAFAYET	177.00	27 AUG 90	DISC DRIVE -- DEMOTTE
009367	02511	DAVIDSON TITLES INC.	1581.21	27 AUG 90	BOOKS
009368	02512	DEHAAN ROOFING, INC.	150.00	27 AUG 90	REPAIR ROOF-OLD WHEATFIELD L
009369	02513	DEMCO	1922.08	27 AUG 90	
009370	02514	DEMOTTE CARPET	17.98	27 AUG 90	JANITORIAL SUP. -- WHEATFIEL
009371	02515	DEYOUNG PLUMB, HTG, & AIR CO	32.12	27 AUG 90	LAVATORY REPAIR -- RENSSELAE
009372	02516	DICK JOLINK	60.00	27 AUG 90	MOWING -- DEMOTTE

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

27 AUG 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009373	02517	DURA-CLAD BOOKS	61.72	27 AUG 90	BOOKS
009374	02518	GALE RESEARCH INC.	74.70	27 AUG 90	BOOKS
009375	02519	HAMSTRA GROUP, INC.	531.56	27 AUG 90	INSTALLING FLAGPOLE AT WHEAT
009376	02520	HERITAGE OFFICE PRODUCTS, IN	1135.34	27 AUG 90	OFFICE SUP., DRUM-WHE, SER.
009377	02521	ILA/CYPD FALL CONFERENCE '90	115.00	27 AUG 90	REGISTRATION FOR 24 SEP 90 C
009378	02522	INGRAM	10.90	27 AUG 90	VIDEOCASSETTES
009379	02523	JORDANS	17.50	27 AUG 90	PLANT STAND -- WHEATFIELD
009380	02524	JOURNAL AND COURIER	104.00	27 AUG 90	NEWSPAPER SUBSCRIPTION -- RE
009381	02525	JOYCE LANE	50.00	27 AUG 90	BOOKS
009382	02526	KANKAKEE VALLEY POST NEWS	54.95	27 AUG 90	1991 BUDGET AD
009383	02527	LYNN DAUGHERTY	78.00	27 AUG 90	MILEAGE
009384	02528	MOOLENAAR & HUGHES	95.00	27 AUG 90	GRUB CONTROL AT WHEATFIELD &
009385	02529	PHILIP HOWARD	120.00	27 AUG 90	MOWING AT WHEATFIELD
009386	02530	RENSSELAER REPUBLICAN	54.95	27 AUG 90	1991 BUDGET AD
009387	02531	RENSSELAER REPUBLICAN	16.75	27 AUG 90	AD FOR RENSSLAER PAGE
009388	02532	SECURITY COURIERS, INC.	330.00	27 AUG 90	JULY TRANSPORT
009389	02533	SELECTVIDEO	63.65	27 AUG 90	VIDEOCASSETTES
009390	02534	SENTIMENTAL PRODUCTIONS	26.95	27 AUG 90	VIDEOCASSETTES
009391	02535	SHANLEY'S, INC.	80.00	27 AUG 90	SHREDDED BARK -- RENSSLAER
009392	02536	SILVER BURDETT PRESS INC.	18.32	27 AUG 90	BOOKS
009393	02537	TEETERS CULLIGAN	44.70	27 AUG 90	COOLER RENTAL & WATER
009394	02538	THE L.O.M. CORPORATION	934.50	27 AUG 90	RENSSELAER/DEMOTTE PROJECTS
009395	02539	THE TIMES	9.20	27 AUG 90	NEWSPAPER SUBSCRIPTION -- DE
009396	02540	WABASH VALLEY ALSA	105.00	27 AUG 90	REGISTRATION FOR 27 SEP 90 W
009397	02541	WALLMANN'S	7.80	27 AUG 90	JANITORIAL SUP. -- RENSSLAER
009398	02542	ZOOBOOKS	15.95	27 AUG 90	SUBSCRIPTION -- DEMOTTE
009399	02543	POSTMASTER GENERAL	100.00	27 AUG 90	POSTAGE
009400	02544	MARY K. MARTIN	21.60	27 AUG 90	MILEAGE

--TOTAL AMOUNT OF CLAIMS-- 22051.76

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 22051.76. Dated 27 AUG 90.

RECEIPT BREAKDOWN FOR
AUGUST 27, 1990

FINES and FEES.....	622.88
DeMotte	262.20
Rensselaer	208.90
Wheatfield	151.78
PHOTOCOPIES.....	412.99
DeMotte	199.05
Rensselaer	131.44
Wheatfield	82.50
CARDS.....	16.00
DeMotte	2.50
Rensselaer	12.00
Wheatfield	1.50
INTEREST.....	1503.98
GIFT FUNDS.....	475.00
DeMotte	475.00
Rensselaer	0.00
Wheatfield	0.00
FINANCIAL INSTITUTION TAX.....	1063.14
REFUNDS.....	375.49
Insurance Claim	61.49
Sub. Payment	314.00
TOTAL AMOUNT OF RECEIPTS.....	4469.48

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

27 AUG 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPEN Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	1333.33	21248.92	13251.08	62%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	9366.65	136678.95	99116.05	58%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	513.34	6832.10	2167.90	76%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	857.84	12604.28	7195.72	64%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	480.28	1519.72	24%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	7719.24	7280.76	51%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	610.95	18389.05	3%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	507.47	242.53	68%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	188.00	812.00	19%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	21.37	1079.32	2170.68	33%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	44.69	1631.05	2268.95	42%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	4.25	95.75	4%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	80.00	553.08	196.92	74%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	126.52	123.48	51%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	144.89	3840.12	4159.88	48%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	.00	687.47	1312.53	34%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	934.50	9681.00	-6181.00	277%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	.00	50.00	950.00	5%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	330.00	3707.50	-2707.50	371%
3.21	TELEPHONE	9000.00	.00	9000.00	583.51	4803.68	4196.32	53%
3.22	POSTAGE	3000.00	.00	3000.00	100.00	1474.37	1525.63	49%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	99.60	1589.60	4410.40	26%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	220.00	2181.33	5068.67	30%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	228.35	941.70	58.30	94%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4557.00	2443.00	65%
3.51	GAS	7000.00	.00	7000.00	18.89	3342.03	3657.97	48%
3.52	ELECTRICITY	18000.00	.00	18000.00	683.64	7254.85	10745.15	40%
3.53	WATER	500.00	.00	500.00	86.81	305.17	194.83	61%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	51.70	224.06	275.94	45%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	681.56	4491.36	8.64	100%
3.62	EQUIPMENT	1000.00	.00	1000.00	282.12	891.35	108.65	89%
3.72	EQUIPMENT	1000.00	.00	1000.00	24.90	342.14	657.86	34%
3.91	DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	1138.97	4606.64	2393.36	66%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	.00	8000.00	-7500.00	1600%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	575.21	5107.28	6892.72	42%
4.51	BOOKS	115000.00	.00	115000.00	2833.13	43958.30	71041.70	38%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	129.15	13965.37	1534.63	90%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	1478.25	8803.97	3696.03	70%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	.00	11879.75	7543.43	61%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	22842.40	343742.71	291955.51	54%

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	12756			12758
Resident	47	46	42	135
Non-resident	5	5		05
Expired cards	58	10 24	10	92
Total Registered				12806
REFERENCE QUESTIONS				
Telephone				
Directional	33	42	58	
Reference	58	167	49	
In-person				
Directional	112	32	67	
Reference	261	273	58	
Total	464	514	232	1210
TRALIB.LOAN ITEMS FILLED	29	39	41	
LOCAL HISTORY				
In person	11			
Microfilms used	9			
Letters	5			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	107		68	175
Software used	178		117	295
VCR Use				0
Microforms	12			12
Other				0
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	63	46	26	135
Items rec'd for:	66	48	11	125
Items outstanding:	-3	-2	15	10
Items from Ind. libs.	45	31	9	85
Items requested by other libraries	0			
Items supplied to other libraries	0			
Info requests answd for other libs	0			
Info requests sent	0			

[illegible]

XXXXXX

Director's Report
August 1990 (August 6-Aug 23)

Meetings Attended

- Management meeting
- Staff meeting
- Meeting with Bill Moriarty
- 1 job interview

Wrote and printed Teacher Reacher

Completed update of job descriptions for all employees

Worked at Wheatfield - 1 day

JOB CLASSIFICATIONS AT THE JASPER COUNTY PUBLIC LIBRARY
TO BE COVERED BY
PERF

PERF Account # 1546

Director
Assistant Director
Branch Librarian
Children's Librarian
Technical Services Librarian
Administrative Assistant
*Library Specialist
*Library Assistant

* These classifications are being used instead of Clerk I and Clerk II.
No new persons are being covered as a result of these changes.

Individuals whose classification title is changed as a result of this
are as follows:

Employee	Social Security Number	Former Position Name	New Position Name
Brown, Glenda		Clerk II	Library Assistant
Duggleby, Mary		Clerk II	Library Specialist
Fagen, Charlotte		Ch. Librarian	Library Specialist
Kopanda, Joan		Clerk II	Library Assistant
Padgett, Kathleen		Clerk I	Library Assistant
Powell, Bonnie		Clerk I	Library Assistant
Schulenberg, Sharon		Clerk II	Library Specialist
Tachtiris, Jill		Clerk II	Library Specialist
Wiers, Diane		Clerk II	Library Assistant

The above changes in job classification titles have been approved by the Jasper County Public Library Board of Trustees, this 27th day of August, 1990.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY 1990 SALARY RANGES

SALARIED (based on 40 hours)

Director	28,000 minimum
Branch Librarian	21,000 to 28,000
Children's Libn.	18,000 to 25,000
Administrative Assistant	15,000 to 20,000
Tech. Services Libn.	21,000 to 28,000
Special Serv. Libn.	12,000 to 17,000
Library Specialist	12,000 to 17,000
Library Assistant	*8,950 to 15,000

HOURLY (based on hourly rate)

Janitor	6.50 - 7.50
Clerk	4.25 - 6.50
Page	3.80* - 4.40

* Minimum becomes \$4.25 on April 1, 1991.

XX

* Range was 10,000 to 15,000

SALARIES 1990: ADDENDA

	Annual	Hourly	Hrs. Worked	Per Pay
Kristin Johnson	1976	3.80	10	82.33
Nicole Sykes	1976	3.80	10	82.33
Shannon Baunach	2470	3.80	12.5	102.92

Mary Linda Casey

Robert Souza

Theresa Stewart

Miriam Lawrence

William J. Doherty

Barbara Lestma

JOB CLASSIFICATIONS AT THE JASPER COUNTY PUBLIC LIBRARY
TO BE COVERED BY
PERF

PERF Account # 1546

Director
Assistant Director
Branch Librarian
Children's Librarian
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are as follows:

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Duggleby, Mary		Clerk II	Library Specialist
Fagen, Charlotte		Ch. Librarian	Library Specialist
Kopanda, Joan		Clerk II	Library Assistant
Padgitt, Kathleen		Clerk I	Library Assistant
Powell, Bonnie		Clerk I	Library Assistant
Schulenberg, Sharon		Clerk II	Library Specialist
Tachtiris, Jill		Clerk II	Library Specialist
Wiers, Diane		Clerk II	Library Assistant

The above changes in job classification titles have been approved by the Jasper County Public Library Board of Trustees, this 27th day of August, 1990.

Ray Linda Carey Wilbur D. Doty
Robert Soupe Barbara Lester
Glenda Stewart
Miriam Tuwys

OCT.

AGENDA.....October 1, 1990
Monthly Meeting Rensselaer Library
Board of Trustees 7:00 PM
Jasper County Public Library

1. Hearing on Additional Appropriations (LIRF Funds: \$80,000)
2. Minutes
3. Bills/Financial reports
 - 3.1 Bills to be allowed/Paychecks
 - 3.2 Financial statements
4. Director's report
 - 4.1 Circulation
 - 4.2 Activities
 - 4.3 Date of 1991 budget hearing
5. Toy Library
6. Indiana Reciprocal Borrowing Agreement
7. Appointment of Board Officer Nominating Committee
8. Purchase of property for Rensselaer Library
9. ALA Affiliation Subscription
10. Wheatfield Business
11. DeMotte Business
12. Rensselaer Business
13. Adjournment

Jasper County Public Library

☐ *De Motte Public Library*
P.O. Box 16
De Motte, Indiana 46310
219-987-2221

☐ *Rensselaer Public Library, Headquarters*
301 N. Van Rensselaer Street
Rensselaer, Indiana 47978
219-866-5881

☐ *Wheatfield Public Library*
P.O. Box 247
Wheatfield, Indiana 46392
219-956-3774

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Jasper County Public Library, Jasper County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 7 o'clock P.M., on the 1st day of October, 1990, will consider the following additional appropriations in excess of the budget for the current year.

Library Improvement Reserve Fund	Amount to appropriate
4.1 Land	\$80,000.00

These appropriations are made from the unappropriated Library Improvement Reserve Fund balance.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Jasper County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Wilbur D. Doty
President, Library Board

MINUTES.....AUGUST 27, 1990
JCPL Board Meeting Rensselaer Library

Present: Mary Linda Casey, Wanda Stewart, Bob Souza, Wilbur Doty,
Miriam Lawyer, Barbara Leestma, Lynn Daugherty, Bill Moriarty.

Minutes: The minutes of past meetings were approved as amended on a motion by W. Stewart, seconded by M. Lawyer. The amendment called for the removal of a sentence referring to the Board's approval of a new staff member. The Board felt that they do not wish to be in a position of approving staff, but wish the Director to notify them of changes or additions to staff in her monthly Director's report.

Bills/Financial Statements: The bills and financial statements were approved, upon a motion by B. Souza, seconded by M. Lawyer.

1991 Budget: The 1991 operating and LIRF budgets were approved on a motion by M. Lawyer, seconded by M. L. Casey.

Future board meetings: The Board announced that it would hold its December meeting at the Wheatfield Library.

Reimbursement for mileage: The Board voted to pay 25 cents per mile, in accordance with the amount paid by the State of Indiana, for staff or board members traveling while on library business, on a motion by B. Souza, seconded by B. Leestma.

PERF: The Board approved the change of job classifications to be covered by PERF as listed on the attached document on a motion by W. Stewart, seconded by M. Lawyer.

Salary ranges: The Board moved to lower the beginning salary of library assistants from \$10,000 to \$8,950 per year, on a motion by M.L. Casey, seconded by B. Leestma. It was noted that this will not change the salary of any present employee.

ILA District Meeting: The Director noted that the library would close on October 16 so that all staff could attend District Meeting at South Bend. Board members will be made aware of the program for the meeting, so that those interested may attend.

NILBA Meeting: The September NILBA meeting was discussed and board members asked to notify the Director if they wish to attend.

Adjournment: The meeting was adjourned at 8:00 PM on a motion by M. Lawyer, seconded by M.L. Casey.

EXECUTIVE SESSION: The Board then met in executive session with lawyer, Bill Moriarty, to discuss the purchase of property for a new Rensselaer library building. The Executive Session was adjourned at 9 PM.

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

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01 OCT 90

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000841	2568	PAULA BAUGH	165.88	31 AUG 90	PAYROLL
000842	2571	PAULA L. BAUGH	279.13	31 AUG 90	PAYROLL
000843	2546	JULIE BRAY	534.01	31 AUG 90	PAYROLL
000844	2556	GLENDA BROWN	368.26	31 AUG 90	PAYROLL
000845	2569	RENEE CARR	227.00	31 AUG 90	PAYROLL
000846	2565	MARK CASSELLO	79.57	31 AUG 90	PAYROLL.
000847	2564	LYNN DAUGHERTY	917.85	31 AUG 90	PAYROLL
000848	2553	MARY DUGGLEBY	368.71	31 AUG 90	PAYROLL
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000863	2549	JILL TACHTIRIS	396.24	31 AUG 90	PAYROLL
000864	2562	ELIZABETH THONE	94.73	31 AUG 90	PAYROLL
000865	2570	AMEER WARRAN	189.16	31 AUG 90	PAYROLL
000866	2552	DIANE WIERS	313.18	31 AUG 90	PAYROLL
000867	2550	CHERYL WITTY	433.70	31 AUG 90	PAYROLL
000868	2563	DANIEL L. WITTY	159.90	31 AUG 90	PAYROLL
000869	2599	PAULA L. BAUGH	279.13	14 SEP 90	PAYROLL
000870	2602	SHANNON BAUNACH	65.19	14 SEP 90	PAYROLL
000871	2577	JULIE BRAY	534.01	14 SEP 90	PAYROLL
000872	2587	GLENDA BROWN	368.26	14 SEP 90	PAYROLL
000873	2597	RENEE CARR	227.00	14 SEP 90	PAYROLL
000874	2594	MARK CASSELLO	65.72	14 SEP 90	PAYROLL
000875	2593	LYNN DAUGHERTY	917.85	14 SEP 90	PAYROLL
000876	2584	MARY DUGGLEBY	368.71	14 SEP 90	PAYROLL
000877	2596	DEBRA EISERT	683.03	14 SEP 90	PAYROLL
000878	2578	CHARLOTTE FAGEN	589.86	14 SEP 90	PAYROLL
000879	2600	ROSE E. HOWARD	218.87	14 SEP 90	PAYROLL
000880	2601	KRISTIN JOHNSON	67.28	14 SEP 90	PAYROLL
000881	2588	DIANA KODY	70.22	14 SEP 90	PAYROLL
000882	2582	JOAN KOFANDA	266.12	14 SEP 90	PAYROLL
000883	02576	MARY K. MARTIN	680.82	14 SEP 90	PAYROLL
000884	2589	RYAN MORELAND	85.29	14 SEP 90	PAYROLL
000885	2595	ERICA MURRAY	60.18	14 SEP 90	PAYROLL
000886	2585	KATHLEEN PADGITT	325.31	14 SEP 90	PAYROLL
000887	2586	BONNIE FOWELL	265.38	14 SEP 90	PAYROLL
000888	2579	SHARON SCHULENBERG	398.29	14 SEP 90	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000889	2590	EILEEN SPURGEON	77.57	14 SEP 90	PAYROLL
000890	2603	NICOLE SYKES	42.34	14 SEP 90	PAYROLL
000891	2580	JILL TACHTIRIS	396.24	14 SEP 90	PAYROLL
000892	2591	ELIZABETH THONE	148.04	14 SEP 90	PAYROLL
000893	2598	AMBER WARRAN	189.16	14 SEP 90	PAYROLL
000894	2583	DIANE WIERS	313.18	14 SEP 90	PAYROLL
000895	2581	CHERYL WITTY	433.70	14 SEP 90	PAYROLL
000896	2592	DANIEL L. WITTY	120.92	14 SEP 90	PAYROLL
000897	2634	PAULA L. BAUGH	279.13	28 SEP 90	PAYROLL
000898	2637	SHANNON BAUNACH	105.30	28 SEP 90	PAYROLL
000899	2612	JULIE BRAY	534.01	28 SEP 90	PAYROLL
000900	2622	GLENDA BROWN	368.26	28 SEP 90	PAYROLL
000901	2632	RENEE CARR	227.00	28 SEP 90	PAYROLL
000902	2629	MARK CASSELLO	49.08	28 SEP 90	PAYROLL
000903	2628	LYNN DAUGHERTY	917.85	28 SEP 90	PAYROLL
000904	2619	MARY DUGGLEBY	368.71	28 SEP 90	PAYROLL
000905	2631	DEBRA EISERT	683.03	28 SEP 90	PAYROLL
000906	2613	CHARLOTTE FAGEN	589.86	28 SEP 90	PAYROLL
000907	2635	ROSE E. HOWARD	218.87	28 SEP 90	PAYROLL
000908	2636	KRISTIN JOHNSON	75.60	28 SEP 90	PAYROLL
000909	2623	DIANA KODY	126.86	28 SEP 90	PAYROLL
000910	2617	JOAN KOPANDA	266.12	28 SEP 90	PAYROLL
000911	02611	MARY K. MARTIN	680.82	28 SEP 90	PAYROLL
000912	2624	RYAN MORELAND	85.29	28 SEP 90	PAYROLL
000913	2630	ERICA MURRAY	61.55	28 SEP 90	PAYROLL
000914	2620	KATHLEEN PADGITT	325.31	28 SEP 90	PAYROLL
000915	2621	BONNIE POWELL	265.38	28 SEP 90	PAYROLL
000916	2614	SHARON SCHULENBERG	398.29	28 SEP 90	PAYROLL
000917	2625	EILEEN SPURGEON	89.21	28 SEP 90	PAYROLL
000918	2638	NICOLE SYKES	61.75	28 SEP 90	PAYROLL
000919	2615	JILL TACHTIRIS	396.24	28 SEP 90	PAYROLL
000920	2626	ELIZABETH THONE	120.47	28 SEP 90	PAYROLL
000921	2633	AMBER WARRAN	189.16	28 SEP 90	PAYROLL
000922	2618	DIANE WIERS	313.18	28 SEP 90	PAYROLL
000923	2616	CHERYL WITTY	433.70	28 SEP 90	PAYROLL
000924	2627	DANIEL L. WITTY	112.13	28 SEP 90	PAYROLL
009401	2573	BANK ONE	2974.43	31 AUG 90	FICA & FED TAX WITHHELD 31 A
009402	02574	INDIANA DEFERRED COMPENSATIO	72.50	31 AUG 90	WITHHELD FROM 31 AUG 90 PAYR
009403	02575	INDIANA DEPARTMENT OF REVENU	956.68	31 AUG 90	STATE & COUNTY TAX WITHHELD
009404	2604	BANK ONE	2880.04	14 SEP 90	FICA & FED TAX WITHHELD 14 S
009405	02605	INDIANA DEFERRED COMPENSATIO	72.50	14 SEP 90	WITHHELD FROM 14 SEP 90 PAYR
009406	02606	NIPSCO	378.80	14 SEP 90	DEMOTTE UTILITIES
009407	02607	NIPSCO	393.27	14 SEP 90	WHEATFIELD UTILITIES
009408	02608	NORTHWESTERN INDIANA TELEPHO	48.18	14 SEP 90	DEMOTTE TELEPHONE
009409	02609	UNITED TELEPHONE COMPANY	283.85	14 SEP 90	RENSSELAER TELEPHONE
009410	02610	UNITED TELEPHONE COMPANY	121.42	14 SEP 90	WHEATFIELD TELEPHONE
009411	2639	BANK ONE	2891.45	28 SEP 90	FICA & FED TAXES WITHHELD 28
009412	02640	INDIANA DEPARTMENT OF REVENU	942.56	28 SEP 90	ST & CO TAXES WITHHELD SEP 9

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009413	02641	INDIANA DEFERRED COMPENSATIO	72.50	28 SEP 90	WITHHELD FROM 28 SEP 90 PAYR
009414	02642	AT&T	73.82	28 SEP 90	DEMOTTE TELEPHONE
009415	02643	CITY OF RENSSELAER	405.68	28 SEP 90	RENSSELAER UTILITIES
009416	02644	NIPSCO	12.01	28 SEP 90	WHEATFIELD UTILITIES
009417	02645	HAMMOND PUBLIC LIBRARY -- HO	55.00	28 SEP 90	NILBA MEETING 26 SEP 90 REGI
009418	02646	A AND R NEWS AGENCY	54.70	01 OCT 90	NEWSPAPERS -- RENSSELAER
009419	02647	ACE HARDWARE	20.41	01 OCT 90	JANITORIAL SUPPLIES -- DEMOT
009420	02648	AMERICAN LIBRARY ASSOCIATION	81.00	01 OCT 90	AD FOR DEM & WHE BRANCH LIBR
009421	02649	ASSOCIATED LIBRARIES, INC.	146.96	01 OCT 90	BOOKS
009422	02650	BAKER & TAYLOR	495.06	01 OCT 90	BOOKS
009423	02651	BAKER & TAYLOR	3494.16	01 OCT 90	BOOKS
009424	02652	BAKER & TAYLOR	1021.50	01 OCT 90	LEASE BOOKS
009425	02653	BRODART CO.	159.20	01 OCT 90	SYSDAC TAPE
009426	02654	CHARLOTTE FAGEN	122.70	01 OCT 90	MILEAGE & AUDIO CASSETTES
009427	02655	CHERYL A. WITTY	93.25	01 OCT 90	MILEAGE
009428	02656	DAVIDSON TITLES INC.	159.38	01 OCT 90	BOOKS
009429	02657	DEMCO	257.39	01 OCT 90	ILL CDS, CATA.CDS, VIDEO BRO
009430	02659	DEVOUNG PLUMB, HTG, & AIR CO	45.75	01 OCT 90	AIR CONDITIONER SERVICE -- W
009431	02660	DICK JOLINK	30.00	01 OCT 90	MOWING --- DEMOTTE
009432	02661	DIDATECH SOFTWARE LTD.	5.00	01 OCT 90	BACKUP DISKETTE
009433	02662	ECONO-CLAD BOOKS	103.45	01 OCT 90	BOOKS
009434	02663	EDUCATION RECORD CENTER	218.59	01 OCT 90	AUDIO CASSETTES
009435	02665	FAGEN PHARMACY	30.00	01 OCT 90	HELIUM -- SUMMER READ.PROG.
009436	02666	HERITAGE OFFICE PRODUCTS, IN	241.95	01 OCT 90	OFFICE SUP., FILE PAL, SER.C
009437	02667	HOME HEALTH EDUCATION SERVIC	276.18	01 OCT 90	BOOKS
009438	02668	HOOK'S	35.75	01 OCT 90	NEWSPAPERS -- DEMOTTE
009439	02669	INCOLSA	12.00	01 OCT 90	REGISTRATION FOR INCOLSA BD.
009440	02670	INDIANA HISTORICAL SOCIETY	4.47	01 OCT 90	BOOKS
009441	02671	JULIE BRAY	11.00	01 OCT 90	MILEAGE
009442	02672	KANKAKEE VALLEY POST NEWS	20.36	01 OCT 90	AD FOR ART SHOW
009443	02673	CHIEF, CDS	190.00	01 OCT 90	BOOKS
009444	02674	LYNN DAUGHERTY	148.75	01 OCT 90	MILEAGE
009445	02675	MARY DUGGLEBY	18.90	01 OCT 90	POSTAGE
009446	02676	MUSIC FOR LITTLE PEOPLE	89.09	01 OCT 90	AUDIO CASSETTES
009447	02677	NATIONAL SEMINARS GROUP	69.00	01 OCT 90	REGISTRATION FOR WORKSHOP 21
009448	02678	ODMS DISPOSAL SERVICE INC.	11.50	01 OCT 90	TRASH PICK-UP -- DEMOTTE
009449	02679	QUILL	315.80	01 OCT 90	COPY PAPER & OFFICE SUPPLIES
009450	02680	R W POOL CO., INC.	42.58	01 OCT 90	JANITORIAL SUP. -- RENSSELAE
009451	02681	RON MC ATEE	225.00	01 OCT 90	COMPUTER CLASS & CLEAN COMPU
009452	02682	SCHOLASTIC INC.	58.85	01 OCT 90	SUBSCRIPTION -- CR-RENSSELAE
009453	02683	SECURITY COURIERS, INC.	385.00	01 OCT 90	TRANSPORT BETWEEN LIBRARIES
009454	02684	SELECTVIDEO	64.35	01 OCT 90	VIDEOCASSETTES
009455	02685	SUN FEATURES INC.	4.50	01 OCT 90	PAMPHLET FOR VERTICAL FILE
009456	02686	TEETERS CULLIGAN	39.75	01 OCT 90	COOLER RENTAL & WATER
009457	02687	THE L.O.M. CORPORATION	1071.68	01 OCT 90	ARCHITECTURAL SERVICES -- DE
009458	02688	THE TIMES	9.20	01 OCT 90	SUBSCRIPTION -- DEMOTTE
009459	02689	TOWN & COUNTRY MUTUAL INS. C	864.00	01 OCT 90	WORKERS' COMPENSATION POLICY
009460	02690	U.S. NAVAL INSTITUTE	25.59	01 OCT 90	BOOKS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009461	02691	VAN STRICKLIN	40.00	01 OCT 90	REPAIR PROJECTOR & VIDEOCASS
009462	02692	WALLMANN'S	32.37	01 OCT 90	JANITORIAL SUPPLIES
009463	02693	POSTMASTER GENERAL	225.00	01 OCT 90	POSTAGE
--TOTAL AMOUNT OF CLAIMS--			48835.66		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 48835.66. Dated 01 OCT 90.

_____	_____
_____	_____
_____	_____
_____	_____

{-----BANK BALANCES-----}

DATE (01 OCT 90)

A1 (BANK ONE CHECKING	}	B1 (	8767.58}
A2 (CERTIFICATE OF DEPOSIT #1	}	B2 (	175000.00}
A3 (CERTIFICATE OF DEPOSIT #2	}	B3 (	.00}
A4 (FIRST OF AMERICA	}	B4 (	56476.85}
A5 (DEMOTTE STATE BANK	}	B5 (	52884.61}
A6 (INDIANA FEDERAL	}	B6 (	26407.55}
A7 (LAFAYETTE NATIONAL BANK	}	B7 (	12290.23}
A8 (	}	B8 (	.00}
A9 (	}	B9 (	.00}
TOTAL		B10 (	331826.82}

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for OCTOBER 1, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	209606.58	2440.34	49116.77	162930.15
Gift Funds				
DeMotte	3113.44	-152.50	27.70	2933.24
Rensselaer	384.57	25.00	18.70	390.87
Wheatfield	728.81	200.00	207.33	721.48
Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	76732.47	0.00	0.00	76732.47
LIRF Fund	82971.50	0.00	0.00	82971.50
Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
Reciprocal Borrowing Fund	283.00	0.00	0.00	283.00
Levy Excess Fund	2580.00	0.00	0.00	2580.00
Indiana Tax Collected	364.46	0.00	364.46	0.00
County Tax Collected	107.23	0.00	107.23	0.00
P.E.R.F.	846.40	0.00	-895.02	1741.42
Reserve for Insurance	311.18	0.00	-111.51	422.69
 TOTAL ALL FUNDS	 378149.64	 2512.84	 48835.66	 331826.82

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
01 OCT 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	3999.99	25248.91	9251.09	73%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	28664.00	165342.95	70452.05	70%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	1267.52	8099.62	900.38	90%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	2595.84	15200.12	4599.88	77%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	480.28	1519.72	24%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	7719.24	7280.76	51%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	610.95	18389.05	3%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	507.47	242.53	68%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	188.00	812.00	19%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	212.85	1292.17	1957.83	40%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	95.36	1726.41	2173.59	44%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	4.25	95.75	4%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	553.08	196.92	74%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	126.52	123.48	51%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	198.70	4038.82	3961.18	50%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	178.80	866.27	1133.73	43%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	1071.68	10752.68	-7252.68	307%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	.00	50.00	950.00	5%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	385.00	4092.50	-3092.50	409%
3.21	TELEPHONE	9000.00	.00	9000.00	527.27	5330.95	3669.05	59%
3.22	POSTAGE	3000.00	.00	3000.00	243.90	1718.27	1281.73	57%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	350.75	1940.35	4059.65	32%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	114.00	2295.33	4954.67	32%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	81.00	1022.70	-22.70	102%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	864.00	5421.00	1579.00	77%
3.51	GAS	7000.00	.00	7000.00	24.26	3366.29	3633.71	48%
3.52	ELECTRICITY	18000.00	.00	18000.00	1008.09	8262.94	9737.06	46%
3.53	WATER	500.00	.00	500.00	104.00	409.17	90.83	82%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	68.26	292.32	207.68	58%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	.00	4491.36	8.64	100%
3.62	EQUIPMENT	1000.00	.00	1000.00	110.75	1002.10	-2.10	100%
3.72	EQUIPMENT	1000.00	.00	1000.00	24.90	367.04	632.96	37%
3.91	DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	180.65	4787.29	2212.71	68%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	.00	500.00	0%
4.1	LAND	500.00	.00	500.00	.00	8000.00	-7500.00	1600%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	26.95	5134.23	6865.77	43%
4.51	BOOKS	115000.00	.00	115000.00	5924.78	49883.08	65116.92	43%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	158.50	14123.87	1376.13	91%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	634.97	9438.94	3061.06	76%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	.00	11879.75	7543.43	61%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	49116.77	392859.48	242838.74	62%

RECEIPT BREAKDOWN FOR
OCTOBER 1, 1990

FINES and FEES..... 966.19

DeMotte	255.15
Rensselaer	456.97
Wheatfield	254.07

PHOTOCOPIES..... 558.00

DeMotte	246.30
Rensselaer	204.25
Wheatfield	107.45

CARDS..... 37.50

DeMotte	0.00
Rensselaer	35.00
Wheatfield	2.50

INTEREST..... 878.65

GIFT FUNDS..... 72.50

DeMotte	-152.50
Rensselaer	25.00
Wheatfield	200.00

TOTAL AMOUNT OF RECEIPTS..... 2512.84

Director's Report
September 1990
(August 24-September 30)

Meetings Attended

Management meeting

Staff meeting: Session on reference interview techniques

Media Minds meeting: Public and school libraries in Jasper County are planning to apply for an Indiana Arts Commission grant to fund a children's author to visit the county's schools next spring. Mary K. Martin will be writing the grant.

Media Minds is also sponsoring a reading "contest" to take place in the Jasper County Schools for 11 days prior to Children's Book Week in November. If all children in a school read 15 minutes per evening (averaged) for the 11 days, the principal of each school has agreed to dress up as a turkey for one school day! Julie Bray, Charlotte Fagen, Bob Souza, and Adeline Jolink (DeMotte Elementary School media specialist) are on that Media Minds committee.

NILART Meeting: The DeMotte Branch Library was host for this meeting. About 30 library directors from the northern half of Indiana attended the morning session followed by lunch at Top-Of-The-Hill Restaurant.

Legislative Forum--Indianapolis: The purpose of this meeting was for the Indiana Library Association Legislative Committee to get feedback from libraries in Indiana as they develop the library's legislative platform for the 1991 session. If the Board wishes, I will explain the major elements of the platform at our Board meeting. Those attending the NILBA meeting on Sept. 26 heard a detailed explanation of the platform.

Seminar: Libraries and Small Business in Partnership: Jack Fagen, of Financial Arts, Inc., DeMotte, and I attended this workshop sponsored by the State of Indiana and the Indiana Small Business Development Centers.

The purpose of the seminar was to learn the needs of the business community and discover ways that libraries could help. I came back with ideas for programs we could offer to the business community (Better Writing for Business; How to Set Up a Data Base or an Electronic Bulletin Board; Starting a Small Business, etc.). I also learned of business persons' need for certain magazines, books and motivational tapes.

One of the most valuable kinds of information for the business community is demographic info. I need to find out how we can provide this type of information quickly. As our Public Relations Committee plans our program schedule for next year, we will be examining ways to serve the business community as well as the rest of our public.

Worked at Wheatfield - 1 day

Our Budget Hearing with the State Board of Tax Commissioners will be Friday, October 12, at 10:30 A.M. I would like to take a Board member to this meeting, if possible. If you would be available, please let me know.

I have set up a series of WRIN radio programs with Ron Fredericks, at 10:30 A.M. on the third Monday of each month. Mary K. Martin spoke this month about library

statistics(how many reference questions are answered in a year, how many videos we have, etc.). Next month Charlotte Fagen will talk about children's programming and activities. Debra and Julie will be on the air in November and in December I will talk about snowy day activities(keying in on crafts books, Christmas cooking, dieting, materials on handling stress --such as one might have before Christmas, etc.)

I worked at the Rensselaer Chamber of Commerce food booth at Little Cousin Jasper. The Library is a member of this organization.

We have worked hard on our planning for automation this month. I will have a report for you at the November meeting.

Auditors from our insurance company will be coming next week to audit our payroll records for Workmen's Comp. This is an annual event.

I have an interview on October 5 with an applicant for the branch librarian position. She sounded very personable on the phone and has quite a bit of public library experience.

I would like to thank the Board for the black and gold "birthday balloons" I received to celebrate a birthday I would like to forget (the black was appropriate). The card was very mean, however! I think you have Bob to thank for this.

	RENSSELAER					C	DEMOTTE					C	WHEATFIELD					C	
	ADDED		WITHDRAWN				ADDED		WITHDRAWN			ADDED		WITHDRAWN					
	V	T	V	T	I	R	V	T	V	T	I	R	V	T	V	T	I	R	
	O	I	O	I	C	L	O	I	O	I	C	L	O	I	O	I	C	L	
	L	T	L	T	U	M	L	T	L	T	U	E	L	T	L	T	U	E	
	U	L	U	L	U	M	U	L	U	L	U	E	U	L	U	L	U	E	
	M	E	M	E	L	ACTION	M	E	M	E	L	ACTION	M	E	M	E	L	ACTION	
SEPTEMBER 1990	E		E				E		E				E		E				
XX																			
ADULT BOOKS																			
Fiction	51	51	5	5	1653		52	52	21	21	1161		35	35				754	
Non-Fiction	69	64	14	13	1218		37	31	5	5	1047		29	24	1	1		506	
CHILDREN'S BK																			
Fiction	5	5			1717		28	28	1	1	1562		43	43	2	2		638	
Non-fiction	20	20			892		17	17	39	39	510		24	24	1	1		192	
MAGAZINES																			
Adult					594						680							265	
Children																			
GRAPHIC MATER'L																			
Puzzles,Prints, ames,Filmstrip					4													5	
MICROFORMS																			
SOUND R'CRDGS					131						110							134	
SOFTWARE													20	20					
PAMPHLETS	73		2		104						49							12	
VHS's	15	15			743		12	12			665		4	4				760	
EQUIPMENT					5						1								
TOTAL	160	155	19	18	7061		146	140	66	66	5785		155	150	4	4		3266	
XX																			
PERCENT																			
Increase			12%				7%				1%								
Decrease																			
END OF MONTH:			RENSSELAER					DEMOTTE					WHEATFIELD					TOTAL	
TOTAL MATERIALS OWNED			36323					20246					15782					72351	
TOTAL TITLES OWNED			33117					19063					14724					66904	
XX																			
MONTHLY SYSTEM STATISTICS																			
Circulation					1989						1990								
Daily Average					14961						16112		8%						
January to date																			
Total Circulation					151481						167080		10%						
Rensselaer	day				294														
DeMotte	day				241														
Wheatfield	day				136														

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

SEPTEMBER 1990	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	12804			12806
Resident	49	30	39	118
Non-resident	3			3
Expired cards	31	19	7	57
Non-resident	3			3
Total Registered				12867
REFERENCE QUESTIONS				
Telephone				
Directional	59	67	75	
Reference	84	250	68	
In-person				
Directional	220	45	96	
Reference	355	432	114	
Total	718	794	353	
ATRALIB.LOAN ITEMS FILLED	75	59	51	
LOCAL HISTORY				
In person	7			
Microfilms used	8			
Letters	3			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	105		95	
Software used	148		155	
VCR Use	1		1	
Microforms	9			
Other				
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	63	59	35	
Items rec'd for:	54	54	25	
Items outstanding:	9	5	10	
Items from Ind. libs.	45	52	22	
Items requested by other libraries	2			
Items supplied to other libraries	2			
Info requests answd for other libs	0			
Info requests sent	0			

SALARIES 1990: ADDENDA

	Annual	Hourly	Hrs. Worked	Per Pay
Julie Bray	18,801	9.04	40	783.34

William D. Doty

Nancy Linda Casey

Nanda Stewart

Marge Hohner

Miriam Sawyer

Robert Sousa

Barbara Lestma

Jasper County Public Library

☐ De Motte Public Library

P.O. Box 16

De Motte, Indiana 46310

219-987-2221

☐ Rensselaer Public Library, Headquarters

301 A. Van Rensselaer Street

Rensselaer, Indiana 47978

219-866-5881

☐ Wheatfield Public Library

P.O. Box 247

Wheatfield, Indiana 46392

219-956-3774

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public library; Now, Therefore:

Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

Library Improvement Reserve Fund

Amount Appropriated

4.1 Land

\$80,000.00

Presented to the Jasper County Public Library Board, read in full and adopted this 1st day of October, 1990, by the following aye and nay vote.

Aye

Nay

William D. Doty
Mary Linda Casey
Nanda Stewart
Miriam Sawyer
Barbara Lestma
Marge Hohner
Robert Souza

ATTEST:

Mary Linda Casey

Mary Linda Casey
Secretary, Jasper County Public Library Board

AGENDA.....November 5, 1990
JCPL BOARD OF TRUSTEES Rensselaer Library, 7 PM

1. Minutes
2. Bills/Financial statements
3. Purchase of property for Rensselaer Library
4. Director's report
5. ILFVS Board Representative
6. Nominating Committee report
7. Videocamera Service
8. Consideration of library automation project
9. Wheatfield business
10. DeMotte business
 - 10.1 Request of Jubilee Gospel Center for continued use of DeMotte basement on Sundays for 6 months.
11. Rensselaer business
12. Adjournment

Minutes.....October 1, 1990
Jasper County Public Library Rensselaer Library
Board of Trustees meeting 7:00 PM

Present: Board members Wilbur Doty, Bob Souza, Mary Linda Casey, Miriam Lawyer, Wanda Stewart, Marge Hohner, Barbara Leestma, Bill Moriarty, attorney, and Lynn Daugherty, Director.

Minutes: Minutes were approved on a motion by M. L. Casey, seconded by M. Hohner.

Bills/Financial: The bills and financial records were approved on a motion by M.L. Casey, seconded by M. Hohner. On a motion by B. Leestma, seconded by M. Hohner, the director was authorized to invest the appropriate amount of unexpended library funds into a 30 day C.D.

Additional Appropriations: The Board approved appropriating \$80,000 in their LIRF Fund for the purchase of land, on a motion by M. Lawyer, seconded by W. Stewart. (see attached document)

Purchase of property for Rensselaer Library: Attorney Bill Moriarty reported that an agreement has not yet been reached on a contract for the purchase of property in Rensselaer. He noted that the main terms have been agreed upon, but that the property owners do not wish to enter into a contract until state approval for the LIRF appropriation has been received by the Library. At that time, they wish to alter their contract deadlines. Bill stated that by or before the next regularly scheduled Board meeting, the Board should expect to either sign a contract or to begin consideration of other sites.

Director's Report: The director reported on her activities during the month and on the circulation reports which showed a continued increase in library usage.

Toy Library: The Board approved the Toy Selection Policy, as presented by the Director, on a motion by M. Lawyer, seconded by B. Leestma. They asked that the policy be incorporated in a written agreement to be signed by the Director and the administrator of the Rensselaer Central School Corporation grant project. They felt their concern that toys might spread disease from child to child would be addressed by the selection policy which stipulates that toys must be appropriate for the age of the child. The staff would try to select toys for infants which would not be likely to end up in a child's mouth.

Reciprocal Borrowing Agreement: The Indiana Reciprocal Borrowing Agreement was approved and signed on a motion by M. L. Casey, seconded by W. Stewart.

Nominating Committee: The president appointed himself and W. Stewart to act as a nominating committee for Board officers for 1991.

ALA Affiliation Subscription: The Board decided not to renew their subscription to this publication service for the forthcoming year.

Wheatfield Business: The Director was directed to find solutions for various landscaping problems at the Wheatfield Library.

Rensselaer Library: The Board expressed pleasure at the videocamera article in the Rensselaer Republican and the extremely enthusiastic response of the public to this. The Director noted that the library will need to take reservations for camera use and that several training classes will be scheduled in the next month.

The meeting was adjourned at 8:25 PM.

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for NOVEMBER 5, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	162930.15	6069.11	49891.98	119107.28
 Gift Funds				
DeMotte	2933.24	53.00	88.15	2898.09
Rensselaer	390.87	1371.62	26.00	1736.49
Wheatfield	721.48	235.00	0.00	956.48
 Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	76732.47	1769.69	0.00	78502.16
 RF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 Reciprocal Borrowing Fund	283.00	0.00	0.00	283.00
 Levy Excess Fund	2580.00	0.00	0.00	2580.00
 P.E.R.F.	1741.42	0.00	1138.92	602.50
Reserve for Insurance	422.69	0.00	-74.34	497.03
 TOTAL ALL FUNDS	331826.82	9498.42	51070.71	290254.53

RECEIPT BREAKDOWN FOR
NOVEMBER 5, 1990

FINES and FEES.....	1239.89
DeMotte	498.35
Rensselaer	450.50
Wheatfield	291.04
PHOTOCOPIES.....	864.75
DeMotte	422.75
Rensselaer	259.50
Wheatfield	182.50
CARDS.....	40.50
DeMotte	13.00
Rensselaer	15.00
Wheatfield	12.50
INTEREST.....	4630.52
GIFT FUNDS.....	1659.62
DeMotte	53.00
Rensselaer	1371.62
Wheatfield	235.00
FINANCIAL INSTITUTION TAX.....	1063.14
TOTAL AMOUNT OF RECEIPTS.....	9498.42

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

05 NOV 90

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11 SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	27915.57	6584.43	81%
1.12 SALARY OF ASSISTANTS	235795.00	.00	235795.00	19039.86	184382.81	51412.19	78%
1.13 WAGES OF JANITORS	9000.00	.00	9000.00	784.18	8883.80	116.20	10%
1.21 EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1720.56	16920.68	2879.32	85%
1.22 UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	95.80	576.08	1423.92	29%
1.23 EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	3918.16	11637.40	3362.60	78%
1.24 EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	.00	610.95	18389.05	3%
1.31 OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11 OFFICIAL RECORDS	750.00	.00	750.00	20.64	528.11	221.89	70%
2.12 STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	188.00	812.00	19%
2.13 OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	382.88	1675.05	1574.95	52%
2.21 CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	249.73	1976.14	1923.86	51%
2.22 UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	4.25	95.75	4%
2.31 BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	13.59	566.67	183.33	76%
2.33 REPAIR PARTS	250.00	.00	250.00	2.55	129.07	120.93	52%
2.41 LIBRARY SUPPLIES	8000.00	.00	8000.00	2088.86	6127.68	1872.32	77%
2.42 OTHER SUPPLIES	2000.00	.00	2000.00	202.20	1068.47	931.53	53%
3.11 CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12 ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	.00	10752.68	-7252.68	307%
3.13 LEGAL SERVICES	1000.00	.00	1000.00	.00	50.00	950.00	5%
3.14 OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	810.03	4902.53	-3902.53	490%
3.21 TELEPHONE	9000.00	.00	9000.00	575.25	5906.20	3093.80	66%
3.22 POSTAGE	3000.00	.00	3000.00	190.73	1909.00	1091.00	64%
3.23 TRAVELING EXPENSE	6000.00	.00	6000.00	484.50	2424.85	3575.15	40%
3.24 PROFESSIONAL MEETINGS	7250.00	.00	7250.00	504.73	2800.06	4449.94	39%
3.25 FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	444.84	1467.54	-467.54	147%
3.32 OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41 OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42 OTHER INSURANCE	7000.00	.00	7000.00	.00	5421.00	1579.00	77%
3.51 GAS	7000.00	.00	7000.00	82.21	3448.50	3551.50	49%
3.52 ELECTRICITY	18000.00	.00	18000.00	1378.71	9641.65	8358.35	54%
3.53 WATER	500.00	.00	500.00	63.38	472.55	27.45	95%
3.54 WASTE DISPOSAL SERVICES	500.00	.00	500.00	31.46	323.78	176.22	65%
3.61 BUILDING & STRUCTURES	4500.00	.00	4500.00	221.46	4712.82	-212.82	105%
3.62 EQUIPMENT	1000.00	.00	1000.00	44.85	1046.95	-46.95	105%
3.72 EQUIPMENT	1000.00	.00	1000.00	24.90	391.94	608.06	39%
3.91 DUES	800.00	.00	800.00	.00	120.00	680.00	15%
3.94 TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95 LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	398.00	5185.29	1814.71	74%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	500.00	.00	500.00	4.69	4.69	495.31	1%
4.1 LAND	500.00	.00	500.00	.00	8000.00	-7500.00	16%
4.4 FURNITURE & EQUIPMENT	12000.00	.00	12000.00	552.54	5686.77	6313.23	47%
4.51 BOOKS	115000.00	.00	115000.00	7479.37	57362.45	57637.55	50%
4.52 PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	920.36	15044.23	455.77	97%
4.53 NONPRINTED MATERIALS	12500.00	.00	12500.00	4494.30	13933.24	-1433.24	111%
4.61 BOOKS ENCUMBERED	19423.18	.00	19423.18	.00	11879.75	7543.43	61%
4.65 NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
-TOTAL-	635698.22	.00	635698.22	49891.98	442751.46	192946.76	70%

{-----BANK BALANCES-----}

DATE {05 NOV 90}

A1 {BANK ONE CHECKING	}	B1 {	14505.98}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	125000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	57462.88}
A5 {DEMOTTE STATE BANK	}	B5 {	54103.09}
A6 {INDIANA FEDERAL	}	B6 {	26834.12}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	12348.46}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10{	290254.53}

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

05 NOV 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000925	2717	PAULA L. BAUGH	279.13	15 OCT 90	PAYROLL
000926	2720	SHANNON BAUNACH	81.90	15 OCT 90	PAYROLL
000927	2695	JULIE BRAY	545.45	15 OCT 90	PAYROLL
000928	2705	GLENDA BROWN	368.26	15 OCT 90	PAYROLL
000929	2715	RENEE CARR	227.00	15 OCT 90	PAYROLL
000930	2712	MARK CASSELLO	60.18	15 OCT 90	PAYROLL
000931	2711	LYNN DAUGHERTY	917.85	15 OCT 90	PAYROLL
000932	2702	MARY DUGGLEBY	368.71	15 OCT 90	PAYROLL
000933	2714	DEBRA EISERT	683.03	15 OCT 90	PAYROLL
000934	2696	CHARLOTTE FAGEN	589.86	15 OCT 90	PAYROLL
000935	2718	ROSE E. HOWARD	218.87	15 OCT 90	PAYROLL
000936	2719	KRISTIN JOHNSON	60.35	15 OCT 90	PAYROLL
000937	2706	DIANA KOBY	85.59	15 OCT 90	PAYROLL
000938	2700	JOAN KOFANDA	322.64	15 OCT 90	PAYROLL
000939	02694	MARY K. MARTIN	680.82	15 OCT 90	PAYROLL
000940	2707	RYAN MORELAND	65.13	15 OCT 90	PAYROLL
000941	2713	ERICA MURRAY	54.62	15 OCT 90	PAYROLL
000942	2703	KATHLEEN PADGITT	325.31	15 OCT 90	PAYROLL
000943	2704	BONNIE POWELL	265.38	15 OCT 90	PAYROLL
000944	2697	SHARON SCHULENBERG	398.29	15 OCT 90	PAYROLL
000945	2708	EILEEN SPURGEON	104.72	15 OCT 90	PAYROLL
000946	2721	NICOLE SYKES	63.82	15 OCT 90	PAYROLL
000947	2698	JILL TACHTIRIS	396.24	15 OCT 90	PAYROLL
000948	2709	ELIZABETH THONE	113.21	15 OCT 90	PAYROLL
000949	2716	AMBER WARRAN	189.16	15 OCT 90	PAYROLL
000950	2701	DIANE WIERS	313.18	15 OCT 90	PAYROLL
000951	2699	CHERYL WITTY	433.70	15 OCT 90	PAYROLL
000952	2710	DANIEL L. WITTY	87.95	15 OCT 90	PAYROLL
000953	2760	PAULA L. BAUGH	279.13	31 OCT 90	PAYROLL
000954	2763	SHANNON BAUNACH	111.01	31 OCT 90	PAYROLL
000955	2738	JULIE BRAY	545.45	31 OCT 90	PAYROLL
000956	2748	GLENDA BROWN	368.26	31 OCT 90	PAYROLL
000957	2758	RENEE CARR	227.00	31 OCT 90	PAYROLL
000958	2755	MARK CASSELLO	71.26	31 OCT 90	PAYROLL
000959	2754	LYNN DAUGHERTY	917.85	31 OCT 90	PAYROLL
000960	2745	MARY DUGGLEBY	368.71	31 OCT 90	PAYROLL
000961	2757	DEBRA EISERT	683.03	31 OCT 90	PAYROLL
000962	2739	CHARLOTTE FAGEN	589.86	31 OCT 90	PAYROLL
000963	2761	ROSE E. HOWARD	218.87	31 OCT 90	PAYROLL
000964	2762	KRISTIN JOHNSON	57.58	31 OCT 90	PAYROLL
000965	2749	DIANA KOBY	87.78	31 OCT 90	PAYROLL
000966	2743	JOAN KOFANDA	322.64	31 OCT 90	PAYROLL
000967	02737	MARY K. MARTIN	680.82	31 OCT 90	PAYROLL
000968	2750	RYAN MORELAND	65.13	31 OCT 90	PAYROLL
000969	2756	ERICA MURRAY	57.40	31 OCT 90	PAYROLL
000970	2746	KATHLEEN PADGITT	325.31	31 OCT 90	PAYROLL
000971	2747	BONNIE POWELL	265.38	31 OCT 90	PAYROLL
000972	2740	SHARON SCHULENBERG	398.29	31 OCT 90	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

05 NOV 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000973	2751	EILEEN SFURGEDON	67.88	31 OCT 90	PAYROLL
000974	2764	NICOLE SYKES	52.03	31 OCT 90	PAYROLL
000975	2741	JILL TACHTIRIS	396.24	31 OCT 90	PAYROLL
000976	2752	ELIZABETH THONE	126.60	31 OCT 90	PAYROLL
000977	2759	AMBER WARRAN	189.16	31 OCT 90	PAYROLL
000978	2744	DIANE WIERS	313.18	31 OCT 90	PAYROLL
000979	2742	CHERYL WITTY	433.70	31 OCT 90	PAYROLL
000980	2753	DANIEL L. WITTY	125.24	31 OCT 90	PAYROLL
009464	02723	DISTRICT I, ILA/ILTA	355.00	01 OCT 90	REGISTRATION FOR DISTRICT 1
009465	02725	BANK ONE	2893.99	15 OCT 90	FICA & FED TAX WITHHELD 15 0
009466	02726	INDIANA DEFERRED COMPENSATIO	72.50	15 OCT 90	WITHHELD FROM 15 OCT 90 PAYR
009467	02727	INDIANA DEPT. OF EMPLOYMENT	95.80	15 OCT 90	PAYMENT FOR 3RD QUARTER 1990
009468	02728	PUBLIC EMPLOYEES' RETIREMENT	5659.58	15 OCT 90	PAYMENT FOR 3RD QUARTER 1990
009469	02729	NIPSCO	418.84	15 OCT 90	DEMOTTE UTILITIES
009470	02730	NIPSCO	512.06	15 OCT 90	WHEATFIELD UTILITIES
009471	02731	NORTHWESTERN INDIANA TELEPHO	79.41	15 OCT 90	DEMOTTE TELEPHONE
009472	02732	UNITED TELEPHONE COMPANY	301.14	15 OCT 90	RENSSELAER TELEPHONE
009473	02733	UNITED TELEPHONE COMPANY	114.82	15 OCT 90	WHEATFIELD TELEPHONE
009474	02734	INCOLSA	20.00	15 OCT 90	REGISTRATION FOR 13 NOV 90 M
009475	2765	BANK ONE	2904.72	31 OCT 90	FICA & FED TAX WITHHELD 31 0
009476	02766	INDIANA DEFERRED COMPENSATIO	72.50	31 OCT 90	WITHHELD FROM 31 OCT 90 PAYR
009477	02767	INDIANA DEPARTMENT OF REVENU	945.57	31 OCT 90	STATE & COUNTY TAX WITHHELD
009478	02768	AT&T	79.88	31 OCT 90	DEMOTTE TELEPHONE
009479	02769	CITY OF RENSSELAER	286.57	31 OCT 90	RENSSELAER UTILITIES
009480	02770	ACE HARDWARE	17.93	05 NOV 90	JANITORIAL SUP. & REPAIR PTS
009481	02771	AMERICAN LIBRARY ASSOCIATION	161.00	05 NOV 90	JOB AD FOR BRANCH LIBRARIAN
009482	02772	ASSOCIATED LIBRARIES, INC.	30.77	05 NOV 90	BOOKS
009483	02773	AVC CORPORATION	20.64	05 NOV 90	W-2 FORMS
009484	02774	BAKER & TAYLOR	390.38	05 NOV 90	BOOKS
009485	02775	BAKER & TAYLOR	4591.69	05 NOV 90	BOOKS
009486	02776	BAKER & TAYLOR	621.00	05 NOV 90	BOOKS
009487	02777	BONNIE POWELL	90.75	05 NOV 90	MILEAGE & MEETING REGISTRATI
009488	02778	BRODART CO.	1763.19	05 NOV 90	SYSDAC RIBBONS, TAPE, & CARD
009489	02779	CAHNERS PUBLISHING COMPANY	262.70	05 NOV 90	JOB AD FOR BRANCH LIBRARIAN
009490	02780	CAMELOT MUSIC, INC.	2533.91	05 NOV 90	COMPACT DISCS
009491	02781	CATALOG CARD COMPANY	76.33	05 NOV 90	CATALOG KITS
009492	02782	CHARLOTTE FAGEN	73.10	05 NOV 90	MILEAGE
009493	02783	COBBLESTONE PUBLISHING, INC.	182.25	05 NOV 90	BACK ISSUES OF MAGAZINES & I
009494	02784	DAVIDSON TITLES INC.	354.59	05 NOV 90	BOOKS
009495	02785	DEMCO	958.00	05 NOV 90	PROCESSING, OFFICE & LIBRARY
009496	02786	DEYOUNG PLUMB, HTG, & AIR CO	44.85	05 NOV 90	AIR CONDITIONER SERVICE -- W
009497	02787	DIANA KOOV	76.10	05 NOV 90	MILEAGE
009498	02788	DICK JOLINK	30.00	05 NOV 90	MOWING AT DEMOTTE
009499	02789	EBSCO SUBSCRIPTION SERVICES	285.96	05 NOV 90	SUBSCRIPTIONS
009500	02790	FAGEN PHARMACY	19.99	05 NOV 90	FILM FOR CHILDREN'S PROGRAM
009501	02791	GEORGE TACHTIRIS	75.00	05 NOV 90	PROGRAMS ON USE OF VIDEO CAM
009502	02792	GEORGE L. JOHNSON	94.75	05 NOV 90	BOOKS
009503	02793	H. W. WILSON COMPANY	205.00	05 NOV 90	SUBSCRIPTION RENEWALS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

05 NOV 90

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009504	02794	HARVEY'S	33.14	05 NOV 90	CRAFT SUPPLIES -- CR
009505	02795	HERITAGE OFFICE PRODUCTS, IN	11.32	05 NOV 90	OFFICE SUPPLIES
009506	02796	HIGHSMITH CO. INC.	282.34	05 NOV 90	CONTACT PAPER
009507	02797	INDIANA GAME & FISH MAGAZINE	27.95	05 NOV 90	SUBSCRIPTION -- WHEATFIELD
009508	02798	INGRAM	1090.47	05 NOV 90	VIDEOCASSETTES
009509	02799	JACOBSENS	113.20	05 NOV 90	RIBBONS & CORRECTIONS FOR DE
009510	02800	JASPER COUNTY ABSTRACT COMPA	150.00	05 NOV 90	INFORMATION REPORTS ON LOTS
009511	02801	JOHN BOTSFORD BOOK COMPANY	8.59	05 NOV 90	BOOKS
009512	02802	KANKAKEE VALLEY POST NEWS	10.57	05 NOV 90	AD FOR ADDITIONAL APPROPRIAT
009513	02803	KATHLEEN PADGITT	54.00	05 NOV 90	MILEAGE
009514	02804	LAFAYETTE GLASS CO., INC.	221.46	05 NOV 90	REPAIR BROKEN WINDOW -- WHEA
009515	02805	LEGAL DIRECTORIES PUBLISHING	45.51	05 NOV 90	BOOKS
009516	02806	LYNN DAUGHERTY	132.80	05 NOV 90	MILEAGE & REGISTRATION FOR C
009517	02807	MARY K. MARTIN	195.48	05 NOV 90	MILEAGE & DISTRICT I MEETING
009518	02808	MISTER ANDERSON'S COMPANY	32.35	05 NOV 90	SPIDER PUPPETS
009519	02809	MUSIC WHOLESALERS	238.00	05 NOV 90	COMPACT DISCS
009520	02810	NIPSCO	313.54	05 NOV 90	DEMOTTE UTILITIES
009521	02811	OFFICE DEPOT	128.37	05 NOV 90	EQUIPMENT & OFFICE SUPPLIES
009522	02812	DOMS DISPOSAL SERVICE INC.	23.00	05 NOV 90	TRASH PICK-UP -- DEMOTTE
009523	02813	POSTMASTER GENERAL	150.00	05 NOV 90	POSTAGE -- 1000 \$.15 STAMPS
009524	02814	PAULA BAUGH	36.00	05 NOV 90	MILEAGE & REGISTRATION FOR C
009525	02815	QUILL	438.80	05 NOV 90	COPY PAPER, SCALE, OFF. & JA
009526	02816	R.R. BOWKER	777.89	05 NOV 90	BOOKS
009527	02817	R W POOL CO., INC.	158.52	05 NOV 90	JANITORIAL SUP.
009528	02818	RENSSELAER REPUBLICAN	36.57	05 NOV 90	AD FOR ADDITIONAL APPRD. & C
009529	02819	SECURITY COURIERS, INC.	575.03	05 NOV 90	TRANSPORT BETWEEN BRANCHES
009530	02820	SHARON SCHULENBERG	25.00	05 NOV 90	REGISTRATION FOR CLASS
009531	02821	SILVER BURDETT PRESS INC.	18.32	05 NOV 90	BOOKS
009532	02822	SIMPLEX TIME RECORDER CO.	345.00	05 NOV 90	MAINTENANCE CONT. FOR WHE SM
009533	02823	TEETERS CULLIGAN	49.65	05 NOV 90	COOLER RENTAL & WATER
009534	02824	CHILDREN'S BOOK COUNCIL	35.00	05 NOV 90	CBC FEATURES NEWSLETTER
009535	02825	THE TIMES	55.20	05 NOV 90	SUBSCRIPTION -- DEMOTTE
009536	02826	THE WALL STREET JOURNAL	129.00	05 NOV 90	SUBSCRIPTION -- RENSSELAER
009537	02827	UPSTART	266.20	05 NOV 90	LIBRARY SUP., BOOKS, & MUGS
009538	02828	WALLMANN'S	37.76	05 NOV 90	JANITORIAL & LIBRARY SUPPLIE
009539	02829	WAUSAU TILE INC.	402.60	05 NOV 90	OUTSIDE TRASH CONTAINERS
009540	02830	CHERYL A. WITTY	18.05	05 NOV 90	REIMBURSE DEMOTTE PETTY CASH
009541	02831	CHERYL A. WITTY	55.63	05 NOV 90	REIMBURSE RENSSELAER PETTY C
ADJ. ENTR	02724	JASPER COUNTY PUBLIC LIBRARY	50000.00	05 OCT 90	TRANSFER OF FUNDS
ADJ. ENTR	02736	JASPER COUNTY PUBLIC LIBRARY	50000.00	15 OCT 90	TRANSFER OF FUNDS
CDR. ENTR	02735	JASPER COUNTY PUBLIC LIBRARY	-50000.00	15 OCT 90	TO CORRECT VOUCHER #02724
VOID CHEC	2722	NATIONAL SEMINARS GROUP	-69.00	01 OCT 90	VOID CHECK #0009447

--TOTAL AMOUNT OF CLAIMS-- 101070.71

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 101070.71. Dated 05 NOV 90.

_____	_____
_____	_____
_____	_____
_____	_____

SALARIES 1990: ADDENDA

	Annual	Hourly	Hrs Worked	Per Pay
Glenda Brown	\$16,404	\$8.04	40	\$683.50

(Temporary adjustment while acts as Adult Services Manager)

Wilbur J. Pety

Kanda Stewart

Miriam Lawry

MaryLinda Casey

Robert Souza

Marge Hohner

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

OCTOBER 1990

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:				12867
Resident	77	53	37	167
Non-resident	2	3		5
Expired cards	65	59	15	139
Total Registered				12900
REFERENCE QUESTIONS				
Telephone				
Directional	44	91	145	280
Reference	124	211	125	460
In-person				
Directional	91	32	180	303
Reference	223	556	195	974
Total	482	890	645	2017
CENTRAL LIB. LOAN ITEMS FILLED	82	126	57	
LOCAL HISTORY				
In person	12			
Microfilms used	3			
Letters	1			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	81		90	
Software used	16		139	
VCR Use	1		2	
Microforms	18			
Other				
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	51	75	33	
Items rec'd for:	60	70	28	
Items outstanding:	-9	5	5	
Items from Ind. libs.	48	66	23	
Items requested by other libraries				
Items supplied to other libraries				
Info requests answd for other libs				
Info requests sent				

1990

RENSELAER					DEMOTTE					WHEATFIELD				
ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
E		E		ATION	E		E		ATION	E		E		ATION

ADULT BOOKS

Fiction	30	30	2	2	2168	22	22	7	7	1183	16	16	3	3	693
Non-Fiction	140	119	17	1	1292	64	52	13	13	1193	48	42	89	80	632

CHILDREN'S BK

Fiction	18	18	7	7	2447	39	39	36	36	2144	32	32	5	5	990
Non-fiction	87	87	14	14	1042	18	18	21	21	647	26	26	3	3	281

MAGAZINES

AGAZINES	527	697	345
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GRAPHIC MATER'L

Puzzles, Prints,
Games, Filmstrip

REFORMS

SOUND R'CRDGS

SOFTWARE	1	1	1	1	2	1
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SOFTWARE

AMPHLETS	245	120	9
----------	-----	-----	---

VH5'ε

Category	1964	1965	1966	1967
EQUIPMENT	2		4	

TOTAL

	278	234	41	29	6633	144	132	61	61	6700	124	117	100	71	3643
////////////////////////////////////															

PERCENT

Increase	26%	8%	18%
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Decrease

MO. OF MONTH:	RENSSELAER	DEMOTTE	WHEATEFIELD	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL				

TOTAL MATERIALS

TOTAL TITLES

THE FIDELITY	00010	17111	11117	01107
OWNED				

MONTHLY SYSTEM STATISTICS

Circulation	16455	19400	18%
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Daily Average

January to date

Total Circulation	167936	186480	11%
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Rensselaer

Motte	day	258
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DeMotte day

Heatfield	day	148
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

OCTOBER 1990

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:				12868
Resident	77	53	37	167
Non-resident	2	3		5
Expired cards	65	59	15	139
Total Registered				12901
REFERENCE QUESTIONS				
Telephone				
Directional	44	31	145	220
Reference	124	211	125	460
In-person				
Directional	91	32	190	313
Reference	220	536	195	951
Total	482	890	645	2017
INTRALIB. LOAN ITEMS FILLED	82	126	57	
LOCAL HISTORY				
In person	12			
Microfilms used	3			
Letters	1			
IN HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	81		90	
Software used	16		139	
VCR Use	1		2	
Microforms	18			
Other				

INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	51	75	33	
Items rec'd for:	40	70	28	
Items outstanding:	49	5	5	
Items from Ind. Libs.	48	66	23	
Items requested by other libraries				
Items supplied to other libraries				
Info requests issued for other Libs				
Info requests sent				

TOTAL COLLECTION---RENSSELAER

END OF MONTH

VOLUME	TITLE	VOLUME	TITLE	VOLUME	TITLE	VOLUME	TITLE	VOLUME	TITLE	VOLUME	TITLE
01	1	01	1	01	1	01	1	01	1	01	1
1	2	1	2	1	2	1	2	1	2	1	2
2	3	2	3	2	3	2	3	2	3	2	3
3	4	3	4	3	4	3	4	3	4	3	4
4	5	4	5	4	5	4	5	4	5	4	5
5	6	5	6	5	6	5	6	5	6	5	6
6	7	6	7	6	7	6	7	6	7	6	7
7	8	7	8	7	8	7	8	7	8	7	8
8	9	8	9	8	9	8	9	8	9	8	9
9	10	9	10	9	10	9	10	9	10	9	10

[illegible]

4862	4760	4875	4773	5548	5496	5563	5511	7788	7661	7816	7689
4504	3953	4463	3915	6820	6006	6871	6045	13795	12387	13918	12505

3300	3193	3327	3220	4186	4057	4189	4060	6687	6300	6698	6311
2126	1977	2149	2000	3006	2881	3003	2878	5732	5177	5805	5250

0	0		0	0
---	---	--	---	---

0	0	0	0	240	43	240	43
---	---	---	---	-----	----	-----	----

0	0	0	0	0	0
---	---	---	---	---	---

589	493	589	493	438	368	434	384	1632	1174	1632	1174
107	54	109	55			1	1	90	26	89	27

293	293	293	293	248	235	248	235	359	347	359	347
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15781	14723	15805	14749	20246	19063	20309	19114	36323	33117	36557	33346
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DIRECTOR'S REPORT
OCTOBER 1990

Meetings: NILBA dinner
Management meeting
Staff meeting
Budget hearing
District meeting
BookKeeping Workshop
DeMotte Friends of the Library annual meeting
Interviews: 2 interviews with prospective branch librarians

Speaking engagements: Hebron/DeMotte D.A.R.
District meeting: "How To Communicate with
your Boss"
Kankakee Valley Rotary Club
I also spoke (impromptu) to the DeMotte Friends at their
annual meeting about the plans for the new
building.

Worked at Wheatfield 1 day, in DeMotte 1/2 day.

As a result of my talk to the Rotary Club, the DeMotte Chamber of Commerce has asked the DeMotte Library to handle the updating of their annual fact book. We will only be involved with updating the text. They will do the printing, etc. Our help will, however, be recognized in the publication and in the local newspaper. It was pointed out to me by the Chamber representative who called (John Price) that this will help us as we seek support for our bond issue.

This undertaking will involve a number of hours of work, but we have talked of having some of our trusted volunteers do the calling and checking for us.

We have hired Pam Ferber as our new DeMotte/Wheatfield Librarian. Pam was assistant director of the Morgan County Public Library for two years, then spent 8 years as Extension Librarian in charge of 3 branches of a county library in South Carolina. She has been a parttime reference librarian at the Anderson Public Library for the past two years. She will begin work on November 26. Her husband will begin a new job as a medical technologist at a hospital in Hobart. Both are graduates of Valparaiso University. I will invite Pam to our December board meeting in Wheatfield. I think you will find her a very delightful person, as well as a very competent librarian. She comes extremely highly recommended.

I have two interviews scheduled in November for the Headquarters Librarian position. Both sound well qualified. We are keeping our fingers crossed. In the meantime, Glenda Brown will be Headquarters Manager at Rensselaer. I will be adjusting her salary somewhat to compensate her for the added headaches. We are also advertising for a person to work 15 hrs per week at Rensselaer (evenings and Saturdays). This position was to open in January, but

we feel we need that person now since we have no headquarters librarian.

A great deal of time this month has been spent working on the videocamera service problem and on our library automation study. We are also working on our annual evaluations of staff and on goalsetting for next year. You will find in your packet summaries of our work in each of these areas.

I have not worked on the landscaping problems at Wheatfield. This is not the best time to prune or to plant groundcovers. I would really like to leave this project for our new librarian to tend to in the late winter or spring.

You will be glad to know that our budget hearing went well. Our entire 1991 budget as presented will be funded and our operating balance will be a little higher than we anticipated. While we are not able to receive as much from tax levies as we had asked for, we will receive the difference from additional miscellaneous revenues which we did not anticipate.

At the time of this writing, we have not received written approval of our request for additional appropriations from the state. I called them soon after we submitted our request, asking that the matter be expedited. Our hearing was held at the same time as our budget hearing, but we were told to expect about a 3 week delay between that hearing and the receipt of our approval. I hope it is in our hands before the Board meeting so that we can sign our contract.

We received news that Danny Gunnells was married in October. Mary is still working in Columbus, Ohio. We were also told that he has stomach cancer. He had an operation in Columbus on October 31 to remove a stomach tumor and 1/2 his liver. They will then start him on chemotherapy.

The Board policy states that the Director is evaluated in March, before beginning budget preparations. I think that is a good time for evaluation. However, since I have been in this job a year, I would like to know now if there are changes you would like me to make in the way I have been doing things. It does not have to be a formal evaluation, but if I am not communicating with you enough, or am expressing my opinions in board meeting more than you think appropriate, etc., etc., I would rather know now than find out months later. Would you think about this and give me some feedback?

The state department of environmental management has been doing considerable testing of the water at the Wheatfield Elementary School, since some tests have shown higher than allowable amounts of lead in the water. On October 31, a department representative visited the Wheatfield library and asked them to voluntarily turn off their drinking fountain until testing is done. (We are connected to the school's water system.) We have turned off the water and put signs in the restrooms asking library users not to

drink water from the faucets. They will be testing two samples of our water "very soon."

VIDEOCAMERA FOR LOAN

Problem: Approximately 70 persons called to attend classes in using the videocamera.

1. We did not anticipate this great response. We have had 7 classes and will need to schedule more.
2. Our camera is large and cumbersome (several parts must be carried for the camera to work).
3. Our camera was developed for institutional, not amateur use. It has many features, but using them would take several hours of training. Because of these extra features, it is much easier to damage. Our training session covers only basic features.
4. We have been advised to purchase a hard carrying case (\$100) to protect the camera during transport, a battery pack and charger to allow it to be used without cords and without cumbersome attachments. The tripod needs to be repaired.
5. When the camera is checked out or in transport, the Rensselaer Library will not be able to use their VCR in-house. (Certain parts necessary for camera use are also necessary for videoplaying use.) Since the VCR is used often by various groups, we will need to purchase a new VCR for Rensselaer library use.
6. We do not have the staff to try out the camera each time it is returned to ensure that it is still in working order. What will the public relations effect be if someone borrows the camera to tape a wedding and the camera does not work?
7. A considerable amount of staff time will be taken to reacquaint borrowers with camera use techniques when they check out the camera. They will remember little from one training session taken months before. Staff time in scheduling and in insuring prompt return could also be considerable.
8. The staff feels they are being asked to give a service other libraries do not offer (see attached), a responsibility for which they have neither the expertise nor the time.

Reasons to Continue the Service

1. We have an expensive camera which is used no more than 3-4 times per year.
2. We advertised classes and many are excited about it.
3. The service is not provided by any video rental or appliance store in DeMotte, Rensselaer, or Wheatfield. An equipment rental business in Rensselaer says they sometimes have a video camera available to rent for \$400 deposit, \$25 per day fee, \$125 fee for a weekend, or \$50 fee for a holiday.
4. Discontinuing now would result in disappointment and possibly anger on the part of 70 persons.

5. It is possible that when borrowers realize the unwieldiness and difficulty in using the videocamera, they will simply not ask to use it. We may be able to continue offering the service without it putting a great hardship on staff time...BUT will patrons feel that since we have the service, monies earned should be used to upgrade equipment? Will we receive a large number of patron complaints?

Reasons to Discontinue the Service

1. The camera is expensive and complicated. Do we want to risk ruining it, so it is not available for in-house use either?
2. Are we inviting public irritation when they realize it is not an easy or convenient camera to use?
3. Continuing the service increases the risk that various persons will be disappointed when the camera they have scheduled for use (to record an important event, most likely) will not function or is not returned by a previous borrower on time.
4. The longer we offer the service, the larger the base of people who have had the training class and expect to use the camera. When it eventually breaks, there will be even more disappointed people than now.
5. At times such as Christmas, we will have one happy borrower and possibly 69 unhappy ones.
6. The library's mission is to make information available to our public and to entertain. A videocamera, unlike other projectors we rent which simply plays materials which entertain or inform, does not seem to relate directly to our mission.

OPTIONS

1. Continue service using the JVC as long as it remains useable, but do not replace or repair (when repair is major) if it breaks. Discontinue service at that time.
2. Continue service using the JVC as long as it remains useable, but purchase a camcorder made for home use when the JVC is no longer useable.
3. Discontinue service, with public and personal apologies, thus cutting our losses.
4. Because time spent in transit of the camera from library to library limits use, we could purchase 1 or more camcorders to support demand and limit the amount of transport needed.
5. We could limit the use of JVC camera to library use only as in the past and purchase 2 camcorders for public use, one for the north end, one for Rensselaer, at a cost of approximately \$1000 each. If we used camcorders, we could probably give instruction in use at the desk as we check out the camera, and could dispense with the training classes which take staff time.

Note: If the Board decides to continue the videocamera loan service, I strongly recommend that the loan period, which is now 3 days, be changed to an overnight loan, with time of pick-up or return set in relation to the transport schedule. If the north end and Rensselaer each have a camera, the loan period could be 24 hours, since we would not have to transport the camera from library to library. If the camera were housed at Wheatfield, DeMotte users could reasonably be asked to pick it up and return it there, I would think.

SURVEY OF OTHER SIMILAR-SIZED LIBRARIES

East Chicago P.L.:	No videocameras for loan
Frankfort P.L.:	Did offer videocameras, but too many repairs. Have not offered service for past two years.
Hammond P.L.:	No
Jay County P.L.:	No
Mishawaka P.L.:	Loaned videocamera at one time. Repairs were astronomical, partially because users didn't let the camera warm up after bringing in from the car. It was time-consuming to make sure all parts had been returned each time. No longer loan.
Michigan City P.L.:	No. They are agent for the local cable channel. The cable channel loans cameras from their own offices.
Greencastle P.L.:	No
Porter County P.L.:	No
Lake County P.L.:	They loan no equipment from any of their libraries.
Crown Point P.L.:	No

Just for your info -

INTERIM GUIDELINES FOR CIRCULATING THE VIDEOCAMERA

1. Reservations will be taken for the videocamera with the first available day being October 31.
2. Reservations will be made with the Rensselaer Library and will be noted in the videocamera day book. The camera will be kept at Rensselaer.
3. Reservations must be made in consultation with the program room schedule since the Rensselaer videocassette recorder is necessary for the operation of the camera. Reservations must also be made with the transport schedule in mind.
4. The DeMotte and Wheatfield Libraries will call Rensselaer to reserve the camera for their patrons. If a patron calls Rensselaer and asks that it be sent to DeMotte or Wheatfield, ask that they make their request through the DeMotte or Wheatfield Library.
5. Borrowing period is three (3) days. Unless otherwise specified it may be returned at any time during library hours on the day due.
6. If a time of return during the day must be specified (for example, to ensure that the camera makes the transport to be available for a previously scheduled patron) the patron must be informed of this fact when he makes the reservation. A notation that the patron was informed should be put on the calendar, and a transport tag specifying the time of return should be put on the camera when the patron takes it out.
7. If the patron returns the camera late, either by hour or by day, they will be charged a full day's rental for this tardiness.
8. Requirements for borrowing the camera are a valid JCPL card, attendance at a workshop, and payment of the fee (\$25.00 which includes a \$15.00 deposit plus a \$10.00 per day rental).
9. When the camera is returned or comes off the transport check it to make sure that it is functional. Included with the camera should be the following accessories:
 - a. users' instruction sheet
 - b. instruction manual
 - c. tuner-adaptor (only until we get a battery pack and charger)
 - d. case *
 - e. camera
 - f. battery pack *
 - g. charger *
 - h. vcr
 - i. tripod
 - j. coupling cord to connect vcr & camera
 - k. carry strap for vcr
 - l. lens cloth *

Items marked with an * have not been received as of 10-26-90.

AUTOMATION OF THE JASPER COUNTY PUBLIC LIBRARY

PROBLEM STATEMENT

Problem: The Library's purpose is service to the community. Our staff does not have adequate time to aid people in finding information, provide service geared to people's work needs (business needs), develop suggested reading lists and bibliographies and provide other outreach services which a good library should provide.

Problem: Library users' expectations of their public library have risen. They expect more information and materials to be available to them and they expect their needs to be filled more quickly and efficiently. We cannot meet their expectations with our manual system.

Benefits of automation: Automation releases staff from the routine, labor-intensive tasks such as filing cards, counting circulation, writing fine slips, organizing overdues. It frees them to spend much more of their time in personal, direct service to library users. (We spent 3490 hours on such tasks from 8/89-7/90; we will spend 6129 hours in 1995. If automated, we would have spent 407 hours this year; we would spend 645 hours in 1995.)

Benefits of automation: Automation allows the library to provide a wider range of services and a collection that more accurately reflects the needs of the community and makes library materials more quickly available to users than was previously possible.

Benefits of automation: Automation allows the user to know, the instant he calls up a title on the terminal screen, whether the book is in the collection and whether it is on the shelf. He will also know if a branch has the title and whether it is in, and can immediately reserve the book from the branch if not available at his own library.

Problem: Our existing circulation system must be replaced soon.

Example: Machines are old and have developed many problems. Disappearing date due tabs, machine jamming, and illegibility of labels cause problems both to users and staff. No local service is available. Machines must be shipped to Pennsylvania for maintenance or repair.

Example: We have been told by the manufacturer that they are phasing out this circulation system. Materials and service have been very erratically supplied.

Example: No other manual system exists which could give us the features of our present system (or improved features).

Problem: Storage space is expensive. Under the present system, we need large amounts of space devoted to record storage. If we must plan for this storage space in our new libraries, the cost will be appreciable.

Example: The following storage facilities are needed in each library to accommodate the present system (information in parentheses denotes new storage units which would need to be purchased for the new DeMotte & Rensselaer buildings at a total estimated cost of \$24,500:

book card trays for books in circulation (2 @ \$1065 ea.)

card drawers for registration cards (\$1800)

rolodex files on circ desk

space on circ desk for recording daily activities (reference, financial transactions, circulation of materials)

card catalogs (5 units @ \$2575 ea.)

shelflists (3 units @ \$2575 ea.)

Benefits of automation: We would need none of these units. In our new building, we could use our old equipment until all phases of our automation project were complete. We would need to purchase only four rolling tray units (\$584) to hold circulation cards until we phase in the circulation module of the automation.

Problem: The cost of operating the present circulation system is extremely high in terms of staff work hours and salaries.

Example: Operation of the circulation system cost us 3,490 staff hours in 1989-90, at a salary cost of \$19,538. In 1995, we would need to use 6129 staff hours to continue operating our manual circulation system, considering current rates of circulation growth.

Example: At present, our staff is working at full capacity. They cannot take on additional tasks. Five years from now, we will need 2 more full-time staff persons (\$27,360 at \$12,000 per person plus 14% in \$\$ benefits) to carry the extra load caused by the increased circulation and collection, based on present growth rates. With this additional staff, we will still not be able to give any better or additional services than at present.

Problem: A building project often causes a tremendous increase in library business. This could increase the workload to the point where substantial additional staff is required.

Benefits of automation: In 5 years, with an automated system, the staff will need to spend about 1/3 the time spent at present on such activities as circulation of materials and collection processing and maintenance. We should easily be able to handle any additional business without additional staff and be able to give better personalized service as well.

Problem: Catalog generation and use functions cost the library 1290 hours of staff time per year, at a dollar cost of \$11,102. With an automated system, we could carry out the same tasks at a significantly reduced staff cost, even when factoring in the cost of inventory (figures were not readily obtainable, although we know it would be much less expensive than with a manual system).

Problem: Without substantially increased staff, the system is unable to provide all the statistics and administrative reports necessary to adequately evaluate the quality of our service.

Example: The 5 year plan calls for us to determine the percentage of borrowers who are male and the percentage who are teenagers and to initiate programs which

will increase these percentages. No method exists at present to economically assess these percentages of existing or new borrowers.

Benefits of automation: Automated reporting features allow the library to find out, for the first time, how well the users are finding what they want; how well the collection is meeting the needs of the users; what is actually being and not being used,--- to make better use of shelf space and to guide the librarian in selecting those materials of most value to his/her users.

Example: It can count annual circulation by subject and show ratio between circulation in that subject and total number of items in that subject. With this report, we can see if we are spending money for materials which the public actually wants to use.

Example: It can give purchase alerts when a specified number of reserves have been placed by patrons on a book.

Problem: Every 5-10 years the library should do a complete inventory of the collection, checking the shelvest* against materials on the shelves and in circulation (an annual activity), then the shelvest against the catalog (to locate cards in the catalog for books no longer in the library, and cards in the shelvest for books not listed in the catalog). This activity takes thousands of hours of staff time and has only been done once in the two branches and never in recent memory in the main library.

*The shelvest contains one 3 x 5 card for every title in the collection, organized in the order in which the books appear on the library's shelves.

Benefits of automation: The collection is the library's primary stock in trade; without control of the collection, the library cannot function efficiently. The computer allows us to protect the community's investment in library materials by efficient tracking and printing of overdue and by efficient collection management, inventory control.

Benefits of automation: A check of the shelvest with the shelves would be done much more quickly than before and the check of shelvest against catalog would be totally unnecessary.

Problem: A card catalog is difficult for most library users to use, requiring a knowledge of correct spelling, library terminology in subject headings, or specific authors or titles.

Example: Many persons use the catalog unsuccessfully. Others will not use it at all, failing to find the information they need or asking the staff for assistance.

Benefits of automation: Users have new ways of getting into the collection, of finding what they come to the library for, ways not possible with a card catalog. Keyword searching, call number searching, Boolean operators and cross-field searches are only possible with an automated catalog.

Benefits of automation: The automated catalog guides the user, not just in using the system, but in intellectual searching strategies.

Benefits of automation: The automated catalog overcomes the limitations the user brings to it. The user may not know the right word to use in his search

or a correct spelling. The catalog can help: it can recognize the misspelling and take the user to the correctly spelled term. Automation makes the catalog easier and more enjoyable to use; it removes barriers that have been inherent in traditional card catalogs.

Benefits of automation: A library's first year of automation normally shows a 20% increase in circulation, because users are finding what they are looking for more easily.

Problem: Our ability to share resources with other libraries is limited by NIALSA's guesses at which libraries might have what other libraries want and the specific requests they make to specific libraries. Other libraries may have the books we request, but may not be asked for them by NIALSA. We may have books others are searching for, but if NIALSA does not think to ask if we have them, they will not be found.

Benefit of automation: Resource sharing is very possible once we are online. We may even effect savings in our materials budgets by cooperating with other libraries.

The time has come to make some hard decisions. Automating the library, we are told, is seldom cheaper than continuing with a manual system. It involves an initial outlay of a considerable amount of money. It may cost somewhat more than the present system, even when amortized over the years.

A very rough estimate of starting costs follows:

- Retrospective conversion of holdings to MARC record format -- \$40,200
- Automated system (vendor quote) -- \$275,000
- Computer Room Site Preparation -- \$10,000
- Consultant review of specifications and contract negotiation assistance -- \$4,000
- Paper supplies, initial year -- \$8,000
- Miscellaneous implementation costs -- \$4,000
- Total -- \$341,200

One vendor tells us that annual costs of this system will be approximately \$19,000 per year.

We need to realize that a system lasts 5-8 years before a major upgrade is needed. An upgrade could mean replacement of a significant portion of the hardware. If we assumed the system would be used for 7 years and divided total costs above + annual maintenance costs for 7 years by 7, the annual cost would be \$65,000.

Of course, costs for years following the upgrade would be lower since at least \$133,000 of the above costs are one time costs which would not be repeated when upgrading the system. (That could make costs for the next 7 years approximately \$47,000 per year.) It is also possible that an upgrade will not mean a substitution of hardware, and thus will cost much less.

The above figures are based on JCPL purchasing an automation system on our own. If we were to cooperate with another area library, our costs could be considerably less. However, I feel it would be wise to do a great deal more study before limiting ourselves to a cooperative system.

General agreement exists that automation makes it possible for libraries to be far more effective and provide better services for their communities. The question is, then, is the service we give the public worth the extra expense?

If the Board decides to put money in the bond issue to automate the library, and to go on record in favor of automating if funds become available, we need to begin studying various automation alternatives. As we do this, I recommend that we search for an automation system that will allow us to meet the following goals:

GOALS OF AUTOMATION OF THE JASPER COUNTY PUBLIC LIBRARY

Automation of the Jasper County Public Library (JCPL) should be designed to achieve the following GENERAL goals:

1. Automation should increase the volume of work that can be performed and expand services without need for additional staff, by freeing staff from as much routine, labor-intensive work as possible.
2. Automation should speed up the processing of materials.
3. Automation should speed up the provision of services and improve the quantity and quality of services to the public.
4. Automation should provide better control over services and materials.
5. Automation should eliminate or reduce the number of manual files that libraries accumulate, thus saving valuable space.

CAUTIONS:

1. The computer is to be a tool of the library staff and the user. The computer must be configured in such a way that it bends to the ways of humans, instead of humans bending to the needs of the computer.
2. All automated systems developed must be compatible with each other and with all existing manual systems in the library. The exception to this is the financial accounting program which may exist separately from the other systems.
3. No automated system that requires computer programmers to be added to the library staff shall be developed.

SPECIFIC AUTOMATION GOALS

1. The goal of this project is to acquire and install an automated, integrated library system, consisting of an acquisitions system, a circulation system, and a public access, online catalog.
2. The public access catalog should allow patrons to search and browse, according to library specified parameters, the bibliographic database.
3. The automated circulation system should allow fast, accurate loaning of materials to registered borrowers in good standing and provide accountability for the successful return of the loans. It should provide a full range of overdue and other notices and reports that will improve services to citizens.
4. A cataloging module would control the process of creating, storing, and maintaining bibliographic and copy records of the library's holdings.
5. The acquisitions system should aid in efficiently acquiring materials for the library's collections through purchases, gifts, and exchanges and should provide a reliable means of controlling and reporting the expenditure of acquisitions funds.

MANUAL OPERATIONS

ACTIVITY	SECONDS SPENT				TOTAL TIME	TOTAL COST	PROJECTED	PROJECTED
	DEM	REN	WHE	JCPL	IN HOURS	IN SALARIES	TIME	COST
				(avg.	8/89 TO 7/90	8/89 TO 7/90	IN HOURS 1995	IN SALARIES 1995
XX								
Check In (per book)	22.2	24.9	19.1	22	1292	\$7,234.13	2080	\$14,147
Check Out (per book)	15.1	13.4	8.8	12	728	\$4,075.07	1172	\$7,969
Fine Slips (per slip)	187.0	156.0	279.2	207	126	\$703.25	198	\$1,346
One Week Overdue Postcards	317.0	225.0	160.0	234	191	\$1,070.16	303	\$2,062
Three Month Overdue Letters	760.0	1009.0	1560.0	1110	122	\$683.55	179	\$1,220
Reserving a book	88.9	73.7	88.9	84	49	\$276.99	73	\$494
Tallying and filing book cards (time per book card)	11.4	14.3	9.3	12	684	\$3,828.03	1101	\$7,486
An intralibrary loan request	462.0	563.4	594.0	540	298	\$1,666.78	1023	\$6,955
Adding a title to collection (filing catalog cards)	173.3	97.3	286.6	186	224	\$1,251.88	360	\$2,448
Deleting title from collection (pulling catalog cards)	112.9	114.8	78.0	102	49	\$273.75	49	\$332
Inventorizing (four shelves)	1629.0	4020.0	1740.0	2463	304	\$1,701.11	439	\$2,987
Cataloging a title (nonfiction titles only)	X	2959.3	X	X	713	\$7,875.40	1148	\$15,412
XX								
TOTAL	3778.8	9271.2	4823.9	4971	4780	\$30,640.12	8125	\$62,859

IF ACTIVITIES WERE AUTOMATED

ACTIVITY	SECONDS SPENT	TOTAL TIME IN HOURS 8/89 TO 7/90	TOTAL COST IN SALARIES 8/89 TO 7/90	PROJECTED TIME IN HOURS 1995	PROJECTED COST IN SALARIES 1995
XX					
Check In (per book)	2	117	\$656	189	\$1,283
Check Out (per book)	2	117	\$656	189	\$1,283
Fine Slips (per slip)	3	2	\$9	3	\$19
One Week Overdue Postcards	55	45	\$252	71	\$485
Three Month Overdue Letters	90	10	\$55	15	\$99
Reserving a book	190	112	\$628	165	\$1,120
Tallying and filing book cards (time per book card)	0	0	\$0	0	\$0
Intralibrary loan request	7	4	\$22	13	\$90
Adding a title to collection (filing catalog cards)	8	10	\$54	16	\$105
Deleting title from collection (pulling catalog cards)	8	4	\$21	4	\$26
Inventorying (four shelves)			\$0		\$0
Cataloging a title (nonfiction titles only)	600	550	\$6,078	836	\$11,221
XX					
TOTAL	965	970	\$8,430	1499	\$15,731

The management staff of JCPL has examined the Five Year Plan goals and is planning to implement a selected portion of them in 1991. Below are those goals and the activities we are planning for 1991 which we think will help us meet those goals. By comparing them with the full 5 Year Plan at the front of your Board Handbook, you can also see what portions of the 5 year plan we are leaving to accomplish in other years.

Jasper County Public Library
Five-Year Plan

1991 GOALS

(1.1 Increase the number of male library users over the age of 14 by 5% annually.)

1.15 One article in each issue of the Library Express will be devoted to items and services of interest to the business community.

1.16 Each branch will plan and execute two programs of interest to the business community. These could be done in conjunction with local groups such as Chamber of Commerce, Rotary, Lions, etc. (see item 5)

(1.2 Increase all three shut-in services by one person per month.)

1.21 Public Services Assistant, DeMotte/Wheatfield Branch Librarian will develop a publicity plan for advertising our shut-in service by December 1990.

1.22 Public Services Assistant, DeMotte/ Wheatfield Branch Librarian will contact Jasper County groups that work with area senior citizens concerning the availability of the shut-in service by June 1991.

1.3 Director will develop a brochure to be given to local newcomers groups, realtors, Chambers of Commerce, and other agencies who have contact with new residents explaining library services and listing addresses and phone numbers of all libraries by February 1991.

1.41 Branch Librarians (or Children's Services persons) will develop a program to encourage the use of the library by teenagers by January 1991.

1.5 Branch Librarians will set budget and selection goals to carry out the activities noted in 1.1-1.4 and increase the materials of interest to these above special interest groups by the end of 1990.

3. Establish effective volunteer programs and work closely with the Friends of the Library groups to increase effectiveness.

5. The library will provide programming for special interest groups.

5.1 The Director will establish a programming committee to plan and assess at least six annual programs per library (but in all cases increasing the number of programs at each library by 1 over the programs offered in 1990) to include but not be limited to the following by January 1991:

- Rainy day program
- Business programs
- Teens
- Genealogy and local history
- Programs for Senior Citizens
- Programs for shut-ins
- Programs for getting people excited and talking about books
- Authors
- Computer Use Classes
- Homework program for students (in-house and/or on the telephone)
- Local artist programs and displays
- Cooperative programs with local cultural and religious organizations
- Veterinary program
- Literacy program coordinated with existing programs
- Travel programs
- Speaker programs with state and local government Officials
- Do-it-yourself programs
- Young adult authors program
- Poetry workshop
- Special Interest Clubs
- Book club

6. Bring the library into the information age.

6.1 Provide public access computers and appropriate software at all libraries.

6.11 Library Board will appropriate necessary funds for the purchase of equipment by June 1991.

6.12 Branch Librarians will determine space and equipment, and select software for public access computers by May 1991.

6.13 Director will order necessary equipment and software by June 1991.

6.4 Branch Librarians will assess the need for updating, replacing, or adding audio-visual equipment such as compact disc players, slide projectors, and video cassette players in May to coincide with budget preparation.

7. Encourage closer communications with school systems.

7.5 Director and Branch Librarians will establish and maintain better communication with principals and teachers via the Teacher Reacher and thank you letters concerning cooperative efforts.

8. Maintain an effective and efficient staff.

8.1 Maintain and achieve competitive salaries and benefits for staff.

8.11 Library Board will investigate increasing the amount that can be paid toward health insurance and other health insurance companies.

8.12 Library Board will review and/or revise staff salary schedules annually and compare with state and national statistics.

8.2 Director annually will investigate the possibility of the following staff additions as to cost and need:

- Full time reference staff
- Increased hours for maintenance staff
- Technical services staff
- Full or part time public relations position.

9. Improve the awareness of the library services among the county residents.

9.1 Develop brochures that can be distributed to appropriate locations concerning library services including but not limited to talking books, walking books, renewal procedures, videos, interlibrary loan, etc.

9.2 Director, Branch Librarians, and Children's Librarian will deliver at least 5 book talks each per calendar year.

9.3 Selected staff from the DeMotte and Wheatfield Branches will alternate preparing weekly book review columns for local papers. Headquarters Librarian and Children's Librarian will each prepare one book review column per month for the local newspaper beginning January 1991.

AGENDA.....December 3, 1990
Monthly Meeting Wheatfield Library
Jasper County Public Library Board of Trustees
7:00 PM

1. Minutes
2. Bills/Financial reports
 - 3.1 Bills to be allowed/Paychecks
 - 3.2 Financial statements
3. Director's report
 - 3.1 Circulation
 - 3.2 Activities
 - 3.3 Introduction of new Branch Librarian
4. Earthquake insurance
5. Capital Projects Fund
6. Special late December meeting date
7. Wheatfield Business
8. DeMotte Business
9. Rensselaer Business
 - 9.1 Update on Rensselaer property contract
10. Adjournment

Minutes.....November 5, 1990
Jasper County Public Library Rensselaer Library
Board of Trustees meeting 7:00 PM

Present: Board members Wilbur Doty, Bob Souza, Mary Linda Casey, Miriam Lawyer, Wanda Stewart, Marge Hohner, and Lynn Daugherty, Director.

Minutes: Minutes were approved on a motion by M. Hohner, seconded by M. Lawyer.

Bills/Financial: The bills and financial records were approved on a motion by W. Stewart, seconded by M. Lawyer. It was suggested that the Board have a "bond-burning" ceremony of some sort in January after making the last payment on the Wheatfield Library. The Board directed L. Daugherty to invest \$125,000 of library funds in a one-month CD, on a motion by B. Souza, seconded by M. Lawyer

Purchase of property for Rensselaer Library: The Board discussed a number of possible sites considered for the new Rensselaer Library. They noted that only one site was available that was more than 2 acres, centrally-located in town, in an area safe for pedestrian and bicycle traffic. This site is the old Rensselaer High School. The site also has the advantages of being within one block of the present library and of being an already beautifully landscaped site with large existing trees. Other sites, they noted, were more inaccessible and less visible or out of normal traffic patterns or were in high traffic areas where children would be in some danger. The only other sites available in town were either not large enough or would be too expensive to adapt to library use and would not have adequate parking facilities.

Although the purchase price of \$170,000 appears high, the Board determined that this was a fair price for the following reasons: (a) the Seller must demolish and remove at his cost the large, old, 3-story school building with a full basement; (b) all demolition responsibility and liability belong solely to the Seller; (c) the library will only take possession of this property and complete the purchase when all buildings have been removed, and the site is clear of all debris so it is just "bare ground"; and (d) another not-for-profit organization desiring to expand purchased adjoining property with a building located on it for approximately the same purchase price, but the lot size was only half the size of the Arihood property, and demolition removal was not included in the cost.

After full and complete discussion, upon motion made by B. Souza, seconded by W. Stewart, the following resolution was unanimously adopted:

"BE IT RESOLVED: That Jasper County Public Library purchase the old Rensselaer school property located at Susan and Van Rensselaer Streets in Rensselaer, Indiana, from Herbert H. Arihood and Luanne N. Arihood, husband and wife, for the sum of \$170,000 upon the terms and conditions set forth in the Contract to Purchase Real Estate which is attached hereto; and

BE IT FURTHER RESOLVED: That the President and Secretary of Jasper County Public Library are hereby authorized and directed to execute for and on behalf of Jasper County Public Library any and all documents that may be necessary to complete this purchase, including, but not limited to, the Contract to Purchase Real Estate, and Release of Mortgage."

On a motion by B. Souza, seconded by M. Lawyer, the director was empowered to work out the closing date for payment for the purchase with the Seller, before execution of the documents by the President and Secretary.

Director's Report: The director reported on her activities during the month and noted that she would be on vacation November 9, 12, 21 and 23.

ILFVS: Bonnie Powell was appointed to be the library's representative on the Executive Board of the Indiana Library Film and Video Service and to attend requisite meetings. The motion was made by M. Lawyer and seconded by M. Hohner.

Nominating Committee: The slate of Board officers for 1991 was presented by Wanda Stewart as follows:

Miriam Lawyer, president; Wil Doty, vice president; Barbara Leestma, secretary; and Marge Hohner, treasurer.
The slate was accepted on a motion by M.L. Casey, seconded by M. Lawyer.

Videocamera Service: The Board discussed at length the problems which have arisen since the library has offered its videocamera for patron use: the additional expenses which must be incurred before the camera is convenient for public use; the fact that this model is not designed for home use by non-trained persons; the expectation of frequent repairs. The Board voted to purchase a battery pack for the existing camera and circulate it as planned until it is in need of repairs. At that time the videocamera loan service will be reassessed. The motion was made by M.L. Casey and seconded by B. Souza. Affirmative votes were cast by W. Stewart, M.L. Casey, M. Lawyer, and B. Souza. No negative votes were cast.

Automation: The Director's report concerning the need for library automation, goals to be accomplished by it, and a rough estimate of the cost was discussed at length. While the Board noted that they are already on record in support of automation, they did not feel in possession of enough facts to determine the amount of money to be put into the proposed Bond issue to fund an automation project. On a motion by M.L. Casey, seconded by B. Souza, the Director was asked to contact the Porter County Public Library, the St. Joseph College Library and other libraries in the area to gather information pursuant to the hiring of a library automation consultant. This consultant could help determine the type of system needed to economically automate the library. The Director was also asked to find out what systems are being used or planned by other area libraries and consider the advantages of adopting a system that can communicate with other libraries' systems.

Wheatfield Business: M. Hohner will try to obtain flags from Representative Walter Roorda and the Wheatfield American Legion to replace the flags stolen from the Wheatfield Library flagpole.

DeMotte Business: After a considerable amount of discussion concerning religious groups' use of the meeting room, the Board granted the request of the Jubilee Gospel Center for permission to use the DeMotte meeting room for their meetings for 3 months, on a motion by B. Souza, seconded by M. Lawyer.

The Director reported that the heat exchanger must be replaced in the DeMotte Library furnace and that the library was without heat for 1 week. At present a temporary solution has been devised by Bruce Rayburn until he is able to obtain the new part.

The next Board meeting, the Christmas meeting, will be held on Monday, December 3, at the Wheatfield Branch Library.

The meeting was adjourned at 9:05 PM.

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03 DEC 90

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
0009542	02861	JVC SERVICE & ENGINEERING CO	94.00	06 NOV 90	2 BATTERY PACKS FOR VIDEO CA
000981	2855	PAULA L. BAUGH	279.13	15 NOV 90	PAYROLL
000982	2858	SHANNON BAUNACH	98.61	15 NOV 90	PAYROLL
000983	2833	JULIE BRAY	545.45	15 NOV 90	PAYROLL
000984	2843	GLENDA BROWN	499.39	15 NOV 90	PAYROLL
000985	2853	RENEE CARR	227.00	15 NOV 90	PAYROLL
000986	2850	MARK CASSELLO	44.93	15 NOV 90	PAYROLL
000987	2849	LYNN DAUGHERTY	917.85	15 NOV 90	PAYROLL
000988	2840	MARY DUGGLEBY	368.71	15 NOV 90	PAYROLL
000989	2852	DEBRA EISERT	448.86	15 NOV 90	PAYROLL
000990	2834	CHARLOTTE FAGEN	589.86	15 NOV 90	PAYROLL
000991	2856	ROSE E. HOWARD	218.87	15 NOV 90	PAYROLL
000992	2857	KRISTIN JOHNSON	45.11	15 NOV 90	PAYROLL
000993	2844	DIANA KODY	139.61	15 NOV 90	PAYROLL
000994	2838	JOAN KOPANDA	322.64	15 NOV 90	PAYROLL
000995	02832	MARY K. MARTIN	677.48	15 NOV 90	PAYROLL
000996	2845	RYAN MORELAND	53.61	15 NOV 90	PAYROLL
000997	2851	ERICA MURRAY	67.09	15 NOV 90	PAYROLL
000998	2841	KATHLEEN PADGITT	319.89	15 NOV 90	PAYROLL
000999	2842	BONNIE POWELL	265.38	15 NOV 90	PAYROLL
001000	2835	SHARON SCHULENBERG	398.29	15 NOV 90	PAYROLL
001001	2846	EILEEN SPURGEON	89.21	15 NOV 90	PAYROLL
001002	2859	NICOLE SYKES	60.35	15 NOV 90	PAYROLL
001003	2836	JILL TACHIRIS	396.24	15 NOV 90	PAYROLL
001004	2847	ELIZABETH THONE	175.62	15 NOV 90	PAYROLL
001005	2854	AMBER WARRAN	189.16	15 NOV 90	PAYROLL
001006	2839	DIANE WIERS	309.18	15 NOV 90	PAYROLL
001007	2837	CHERYL WITTY	433.70	15 NOV 90	PAYROLL
001008	2848	DANIEL L. WITTY	138.02	15 NOV 90	PAYROLL
001009	2893	PAULA L. BAUGH	279.13	30 NOV 90	PAYROLL
001010	2896	SHANNON BAUNACH	71.88	30 NOV 90	PAYROLL
001011	2872	JULIE BRAY	545.45	30 NOV 90	PAYROLL
001012	2882	GLENDA BROWN	499.39	30 NOV 90	PAYROLL
001013	2891	RENEE CARR	227.00	30 NOV 90	PAYROLL
001014	2889	MARK CASSELLO	40.10	30 NOV 90	PAYROLL
001015	2888	LYNN DAUGHERTY	917.85	30 NOV 90	PAYROLL
001016	2879	MARY DUGGLEBY	368.71	30 NOV 90	PAYROLL
001017	2873	CHARLOTTE FAGEN	589.86	30 NOV 90	PAYROLL
001018	2898	PAMELA FERBER	315.32	30 NOV 90	PAYROLL
001019	2894	ROSE E. HOWARD	218.87	30 NOV 90	PAYROLL
001020	2895	KRISTIN JOHNSON	70.06	30 NOV 90	PAYROLL
001021	2883	DIANA KODY	76.81	30 NOV 90	PAYROLL
001022	2877	JOAN KOPANDA	322.64	30 NOV 90	PAYROLL
001023	02871	MARY K. MARTIN	677.48	30 NOV 90	PAYROLL
001024	2884	RYAN MORELAND	65.13	30 NOV 90	PAYROLL
001025	2890	ERICA MURRAY	68.48	30 NOV 90	PAYROLL
001026	2880	KATHLEEN PADGITT	319.89	30 NOV 90	PAYROLL
001027	2881	BONNIE POWELL	265.38	30 NOV 90	PAYROLL

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03 DEC 90

PAGE 1

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001028	2874	SHARON SCHULENBERG	398.29	30 NOV 90	PAYROLL
001029	2885	EILEEN SPURGEON	77.57	30 NOV 90	PAYROLL
001030	2897	NICOLE SYKES	69.37	30 NOV 90	PAYROLL
001031	2875	JILL TACHTIRIS	396.24	30 NOV 90	PAYROLL
001032	2886	ELIZABETH THONE	116.90	30 NOV 90	PAYROLL
001033	2892	AMBER WARRAN	189.16	30 NOV 90	PAYROLL
001034	2878	DIANE WIERS	309.18	30 NOV 90	PAYROLL
001035	2876	CHERYL WITTY	433.70	30 NOV 90	PAYROLL
001036	2887	DANIEL L. WITTY	57.17	30 NOV 90	PAYROLL
009544	02862	BANK ONE	2885.18	15 NOV 90	FICA & FED TAX WITHHELD 15 N
009545	02863	INDIANA DEFERRED COMPENSATIO	72.50	15 NOV 90	WITHHELD FROM 15 NOV 90 PAYR
009546	02864	AT&T	91.29	15 NOV 90	DEMOTTE TELEPHONE
009547	02865	NIPSCO	539.92	15 NOV 90	WHEATFIELD UTILITIES
009548	02866	NORTHWESTERN INDIANA TELEPHO	76.48	15 NOV 90	DEMOTTE TELEPHONE
009549	02867	UNITED TELEPHONE COMPANY	349.85	15 NOV 90	RENSSELAER TELEPHONE
009550	02868	UNITED TELEPHONE COMPANY	116.67	15 NOV 90	WHEATFIELD TELEPHONE
009551	02869	BODWINS INC.	1079.00	15 NOV 90	SEMI-ANNUAL INSURANCE PREMIU
009552	02870	HERBERT H. & LUANNE N. ARIHO	20000.00	15 NOV 90	PURCHASE OF LAND FOR RENSSSEL
009553	2899	BANK ONE	2807.57	30 NOV 90	FICA & FED TAX WITHHELD 30 N
009554	02900	INDIANA DEFERRED COMPENSATIO	72.50	30 NOV 90	WITHHELD FROM 30 NOV 90 PAYR
009555	02901	INDIANA DEPARTMENT OF REVENUE	925.64	30 NOV 90	STATE & COUNTY TAX WITHHELD
009556	02902	CITY OF RENSSELAER	254.99	30 NOV 90	RENSSELAER UTILITIES
009557	02903	ACE HARDWARE	23.18	03 DEC 90	JANITORIAL SUP. & DECORATION
009558	02904	AMERICAN LIBRARY ASSOCIATION	550.00	03 DEC 90	MEMBERSHIP DUES FOR 1991
009559	02905	AMERICAN LIBRARY ASSOCIATION	56.00	03 DEC 90	SUBSCRIPTION -- DEMOTTE
009560	02906	APOLLO ENGINEERING, INC.	446.44	03 DEC 90	FLORESCENT LAMPS -- DEMOTTE
009561	02907	BEN FRANKLIN	49.99	03 DEC 90	CHRISTMAS TREE -- DEMOTTE
009562	02908	BONNIE POWELL	50.00	03 DEC 90	MILEAGE TO ILFVS MEETING 13
009563	02909	CENTURY INSURANCE AGENCY, IN	118.00	03 DEC 90	ADDITIONAL PREMIUM FOR WORKE
009564	02910	CHILDRENS PRESS	1737.98	03 DEC 90	BOOKS
009565	02911	BAKER & TAYLOR	1156.12	03 DEC 90	BOOKS
009566	02912	BAKER & TAYLOR	12795.31	03 DEC 90	BOOKS
009567	02913	BAKER & TAYLOR	621.00	03 DEC 90	LEASE BOOKS
009568	02914	DAVID DEVRIES	220.00	03 DEC 90	WASHED & WINTERIZED WINDOWS
009569	02915	DICK JOLINK	35.00	03 DEC 90	MOWED, TRIM BUSHES, & RAKE L
009570	02916	ELECTROLUX	59.95	03 DEC 90	REPAIRED WHEATFIELD VACUUM
009571	02917	HARVEY'S	8.43	03 DEC 90	CRAFT SUPPLIES -- CHILDRENS
009572	02918	FAGEN PHARMACY	1.46	03 DEC 90	SUMMER READING SUP. -- DEMOT
009573	02919	HERITAGE OFFICE PRODUCTS, IN	16.40	03 DEC 90	ENVELOPE & REPAIR CALCULATOR
009574	02920	INGRAM	136.65	03 DEC 90	VIDEOCASSETTES
009575	02921	JACOBSENS	528.00	03 DEC 90	SERVICE CONTRACTS -- FAX MAC
009576	02922	KATHLEEN PADGITT	11.00	03 DEC 90	MILEAGE TO COMPUTER CLASS 05
009577	02923	CHIEF, CDS	346.00	03 DEC 90	BOOKS
009578	02924	MARGE HONNER	13.50	03 DEC 90	MILEAGE TO BOARD MEETING 05
009579	02925	MARY K. MARTIN	74.25	03 DEC 90	MILEAGE
009580	02926	NATIONAL GEOGRAPHIC SOCIETY	14.95	03 DEC 90	BOOKS
009581	02927	NATIONAL LITERARY DISTRIBUTO	792.05	03 DEC 90	BOOKS
009582	02928	OOMS DISPOSAL SERVICE INC.	11.50	03 DEC 90	TRASH PICK-UP--DEMOTTE

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

03 DEC 90

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
009583	02929	PENNINGA SALES 7 SERVICE	32.10	03 DEC 90	REPAIR LAWN MOWER -- WHEATFI
009584	02930	PHILIP HOWARD	60.00	03 DEC 90	MOWED LAWN -- WHEATFIELD
009585	02931	RENSSELAER REPUBLICAN	55.76	03 DEC 90	AD FOR JOB AT RENSSBELAER
009586	02932	ROURKE PUBLISHING GROUP	482.45	03 DEC 90	BOOKS
009587	02933	SCARECROW PRESS	40.50	03 DEC 90	BOOKS
009588	02934	POSTMASTER GENERAL	150.00	03 DEC 90	POSTAGE
009589	02935	SECURITY COURIERS, INC.	382.53	03 DEC 90	TRANSPORT BETWEEN LIBRARIES
009590	02936	SELECTVIDEO	232.80	03 DEC 90	VIDEOCASSETTES
009591	02937	SHERRI HUDSON	45.00	03 DEC 90	INSTRUCTOR AT ART CLASS FOR
009592	02938	SILVER BURDETT PRESS INC.	101.35	03 DEC 90	BOOKS
009593	02939	STANDARD & POOR'S CORP.	540.00	03 DEC 90	BOOKS
009594	02940	SCHWARTZ-HILL BOOK COMPANY	354.18	03 DEC 90	BOOKS
009595	02941	JOHN WILEY & SONS, INC.	36.61	03 DEC 90	BOOKS
009596	02942	TEETERS CULLIGAN	34.80	03 DEC 90	COOLER RENTAL & WATER
009597	02943	THE WALL STREET JOURNAL	198.00	03 DEC 90	SUBSCRIPTION RENEWAL -- DEMO
009598	02944	TYSEN'S COUNTRY GROCERY, INC	24.35	03 DEC 90	STORYTIME HALLOWEEN SUPPLIES
009599	02945	WALLMANN'S	39.54	03 DEC 90	JANITORIAL SUP. - RENSSSE. &
009601	02947	BAKER & TAYLOR	12805.31	03 DEC 90	BOOKS
009602	02948	NIPSCO	303.86	03 DEC 90	DEMOTTE UTILITIES
009603	02949	R W POOL CO., INC.	57.84	03 DEC 90	JANITORIAL SUP. -- RENSSSELAE
009604	02950	ROURKE PUBLISHING GROUP	33.75	03 DEC 90	BOOKS
009605	02951	FIRST OF AMERICA BANK	75.00	03 DEC 90	SERVICE CHARGE TO ESTABLISH
009606	02952	FIRST OF AMERICA BANK	80000.00	03 DEC 90	AIRHOOD ESCROW ACCOUNT
009607	02953	DUMAS, MORIARTY & DUMAS	605.00	03 DEC 90	RETAINER FEE-1990--\$600 & RE
1001	02954	JASPER COUNTY PUBLIC LIBRARY	40000.00	03 DEC 90	TRANSFER MONIES BETWEEN BANK
102	02955	JASPER COUNTY PUBLIC LIBRARY	40000.00	03 DEC 90	TRANSFER MONIES BETWEEN BANK
VOID CHEC	2860	LAFAYETTE GLASS CO., INC.	-221.46	06 NOV 90	VOID CHECK #0009514
VOID CHEC	02946	BAKER & TAYLOR	-12795.31	03 DEC 90	CHECK # 0009566 FOR INCORREC

--TOTAL AMOUNT OF CLAIMS-- 229218.96

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 229218.96. Dated 03 DEC 90.

_____	_____
_____	_____
_____	_____
_____	_____

CIRCULATION STATISTICS

1990

RENSSELAER					DEMOTTE					WHEATFIELD									
ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C					
V	T	V	T	I	V	T	V	T	I	V	T	V	T	I					
O	I	O	I	R	O	I	O	I	R	O	I	O	I	R					
L	T	L	T	C	L	T	L	T	C	L	T	L	T	C					
U	L	U	L	U	U	L	U	L	U	U	L	U	L	U					
M	E	M	E	L	M	E	M	E	L	M	E	M	E	L					
November 1990					E					E					E				
					ATION					ATION					ATION				

XX

ADULT BOOKS

Fiction	27	27	6	6	1782	23	23	20	20	1256	30	30	5	5	786
Non-Fiction	66	63	16	16	1189	49	47			992	44	41	15	5	607

CHILDREN'S BK

Fiction	120	120	11	11	2037	15	15	23	23	2227	20	20	2	2	841
Non-fiction	104	104	3	3	1035	26	26	15	15	562	41	41			257

MAGAZINES					754					653					408
-----------	--	--	--	--	-----	--	--	--	--	-----	--	--	--	--	-----

GRAPHIC MATER'L
Puzzles, Prints,
Games, Filmstrip

	11				2
--	----	--	--	--	---

MICROFORMS

SOI'ND R'CRDGS	18	13			200	13	12			68	11	9	2	2	112
RECORDS															
PAMPHLETS	80	80	1	1	140					95					29
VHS's					750					571			5	5	698
EQUIPMENT					5					3					1
TOTAL	335	327	36	36	7903	126	123	58	58	6429	146	141	29	19	3739

XX

PERCENT

Increase					15%										
Decrease										0%					2%

END OF MONTH:	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
---------------	------------	---------	------------	-------

TOTAL MATERIALS	36856	20377	15922	57233
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OWNED

TOTAL TITLES	33637	19179	14871	52816
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OWNED

XX

MONTHLY SYSTEM STATISTICS

1989	1990
Circulation	18071
Daily Average	5%

January to date

Total Circulation	185083	204551	11%
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Rensselaer	day	316
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Wheatfield	day	257
------------	-----	-----

Wheatfield	day	150
------------	-----	-----

TOTAL COLLECTION---RENSSELAER

[illegible]

15805 14749 15922 14871 20309 19114 20377 19179 36557 33346 36856 33637

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 1990

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:				12900
Resident	90	64	31	185
Non-resident	3			3
Expired cards	32	18	12	62
Total Registered				13026

REFERENCE QUESTIONS

Telephone				
Directional	65	53	68	186
Reference	104	138	60	302
In-person				
Directional	114	30	106	250
Reference	141	333	98	572
Total	424	554	332	1310

INTRALIB. LOAN ITEMS FILLED	59	75	42	176
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LOCAL HISTORY

In person	4			
Microfilms used	2			
Letters				

IN-HOUSE USE OF HARDWARE/SOFTWARE

Computer agreements	81		79
Software used	104		108
VCR Use	3		1
Microforms	14		
Other			

XX

INTERLIBRARY LOANS (SYSTEM)

Requests made for:	62	72	20
Items rec'd for:	35	71	25
Items outstanding:	27	1	-5
Items from Ind. libs.	29	63	22

Items requested by other libraries

Items supplied to other libraries

1.0 requests answd for other libs

Info requests sent

APPROPRIATION REPORT
JASPER COUNTY PUBLIC LIBRARY

03 DEC 90

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT Y-T-D
1.11	SALARY OF LIBRARIAN	34500.00	.00	34500.00	2666.66	30582.23	3917.77	89%
1.12	SALARY OF ASSISTANTS	235795.00	.00	235795.00	18636.40	203019.21	32775.79	86%
1.13	WAGES OF JANITORS	9000.00	.00	9000.00	766.68	9650.48	-650.48	107%
1.21	EMPLOYER'S SHARE-FICA	19800.00	.00	19800.00	1688.37	18609.05	1190.95	94%
1.22	UNEMPLOYMENT COMPENSATION	2000.00	.00	2000.00	.00	576.08	1423.92	29%
1.23	EMPLOYER'S CONTRIBUTION - PERF	15000.00	.00	15000.00	.00	11637.40	3362.60	78%
1.24	EMPLOYER'S CONTRIBUTION - INS.	19000.00	.00	19000.00	582.00	1192.95	17807.05	6%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00	0%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	528.11	221.89	70%
2.12	STATIONERY AND PRINTING	1000.00	.00	1000.00	.00	188.00	812.00	19%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	.40	1675.45	1574.55	52%
2.21	CLEANING & SANITATION SUPPLIES	3900.00	.00	3900.00	555.69	2531.83	1368.17	65%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	4.25	95.75	4%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	566.67	183.33	76%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	129.07	120.93	52%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	9.89	6137.57	1862.43	77%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	.00	1068.47	931.53	53%
3.11	CONSULTING SERVICES	1000.00	.00	1000.00	.00	5800.00	-4800.00	580%
3.12	ENGINEERING & ARCH. SERVICES	3500.00	.00	3500.00	.00	10752.68	-7252.68	307%
3.13	LEGAL SERVICES	1000.00	.00	1000.00	600.00	650.00	350.00	65%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	462.53	5365.06	-4365.06	537%
3.21	TELEPHONE	9000.00	.00	9000.00	634.29	6540.49	2459.51	73%
3.22	POSTAGE	3000.00	.00	3000.00	150.00	2059.00	941.00	69%
3.23	TRAVELING EXPENSE	6000.00	.00	6000.00	148.75	2573.60	3426.40	43%
3.24	PROFESSIONAL MEETINGS	7250.00	.00	7250.00	.00	2800.06	4449.94	39%
3.25	FREIGHT	250.00	.00	250.00	.00	.00	250.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	1000.00	55.76	1523.30	-523.30	152%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.41	OFFICIAL BONDS	1000.00	.00	1000.00	.00	460.00	540.00	46%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	118.00	5539.00	1461.00	79%
3.51	GAS	7000.00	.00	7000.00	602.89	4051.39	2948.61	58%
3.52	ELECTRICITY	18000.00	.00	18000.00	474.93	10116.58	7883.42	56%
3.53	WATER	500.00	.00	500.00	17.79	490.34	9.66	98%
3.54	WASTE DISPOSAL SERVICES	500.00	.00	500.00	13.06	336.84	163.16	67%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	-1.46	4711.36	-211.36	105%
3.62	EQUIPMENT	1000.00	.00	1000.00	108.05	1155.00	-155.00	116%
3.72	EQUIPMENT	1000.00	.00	1000.00	24.90	416.84	583.16	42%
3.91	DUES	800.00	.00	800.00	550.00	670.00	130.00	84%
3.94	TRANSFER TO LIRF	20000.00	.00	20000.00	.00	.00	20000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7000.00	.00	7000.00	634.50	5819.79	1180.21	83%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	4.69	495.31	1%
4.1	LAND	500.00	.00	500.00	20000.00	28000.00	-27500.00	5600%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	94.00	5780.77	6219.23	48%
4.51	BOOKS	115000.00	.00	115000.00	19062.25	76424.70	38575.30	67%
4.52	PERIODICALS & NEWSPAPERS	15500.00	.00	15500.00	254.00	15298.23	201.77	99%
4.53	NONPRINTED MATERIALS	12500.00	.00	12500.00	369.45	14302.69	-1802.69	114%
4.61	BOOKS ENCUMBERED	19423.18	.00	19423.18	.00	11879.75	7543.43	61%
4.65	NONPRINT MATERIALS ENCUMBERED	760.04	.00	760.04	.00	412.26	347.78	54%
	-TOTAL-	635698.22	.00	635698.22	69279.78	512031.24	123666.98	81%

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for DECEMBER 3, 1990

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	119107.28	62419.68	69279.78	112247.18
 Gift Funds				
DeMotte	2898.09	45.00	85.65	2857.44
Rensselaer	1736.49	50.00	45.00	1741.49
Wheatfield	956.48	20.00	0.00	976.48
 Bond and Interest Funds				
DeMotte	0.00	0.00	0.00	0.00
Wheatfield	78502.16	511.74	0.00	79013.90
 LIRF Fund	82971.50	0.00	80000.00	2971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 Reciprocal Borrowing Fund	283.00	0.00	0.00	283.00
 Levy Excess Fund	2580.00	0.00	0.00	2580.00
 P.E.R.F.	602.50	0.00	-588.61	1191.11
Reserve for Insurance	497.03	0.00	397.14	99.89
 TOTAL ALL FUNDS	290254.53	63046.42	149218.96	204081.99

RECEIPT BREAKDOWN FOR
DECEMBER 3, 1990

FINES and FEES..... 1286.65

DeMotte	501.65
Rensselaer	501.18
Wheatfield	283.82

PHOTOCOPIES..... 592.07

DeMotte	251.55
Rensselaer	219.67
Wheatfield	120.85

CARDS..... 28.00

DeMotte	22.50
Rensselaer	2.50
Wheatfield	3.00

INTEREST..... 1602.20

GIFT FUNDS..... 115.00

DeMotte	45.00
Rensselaer	50.00
Wheatfield	20.00

LOCAL OPTION TAX/CERT.SHARES & PROP.TAX REPL.CR..... 59422.5

TOTAL AMOUNT OF RECEIPTS..... 63046.42

(-----BANK BALANCES-----)

DATE (03 DEC 90)

A1 (BANK ONE CHECKING	)	B1 (	6536.94)
A2 (CERTIFICATE OF DEPOSIT #1	)	B2 (	125000.00)
A3 (CERTIFICATE OF DEPOSIT #2	)	B3 (	.00)
A4 (FIRST OF AMERICA	)	B4 (	18158.45)
A5 (DEMOTTE STATE BANK	)	B5 (	15143.57)
A6 (INDIANA FEDERAL	)	B6 (	26834.12)
A7 (LAFAYETTE NATIONAL BANK	)	B7 (	12408.91)
A8 (	)	B8 (	.00)
A9 (	)	B9 (	.00)
TOTAL		B10 (	204081.99)

DIRECTOR'S REPORT
NOVEMBER 1990

This month, I interviewed 2 persons for the Headquarters Librarian's job. One of those I liked very much. Her references were excellent. She came again to meet with the staff on Friday, November 30. I will have an update for you Monday night.

Pam Ferber, our DeMotte/Wheatfield Branch Librarian, started work Monday, November 26, at the Rensselaer Library. She will be working at the DeMotte Library next week and at the Wheatfield Library the week of December 10. Following her 3 weeks of training, she will alternate between the DeMotte and Wheatfield libraries. You will be able to meet Pam at the December board meeting.

At our November management meeting, we worked on a reference policy to bring to the Board for consideration. We are discussing such issues as: do we give as much help finding answers to the person doing homework as to the adult or child with other types of information needs? What about the parent who calls for answers to a child's homework question? Do we limit how much time we spend helping one person? Are there any kinds of questions we won't help find answers to?

We also planned our public relations goals for next year, "The Year of the Lifetime Reader." We would like to convince the newspapers to do an insert section on the library during National Library Week in April. Hopefully, that should be after the bond issue and just before we begin construction. We talked about incorporating the Year of the Lifetime Reader theme in our groundbreaking ceremonies by using persons of all ages, including children.

I evaluated 15 staff members this month, a very time-consuming and somewhat stressful task, although I found much to praise and little to criticize.

I attended a Chamber of Commerce luncheon and, on December 1, a Chamber of Commerce Christmas party at which the library is to receive an award.

I researched the need for the library to purchase earthquake insurance. All board members felt we should do this. Jasper and Porter Counties have both purchased the insurance for all their buildings.

I showed my family's collection of Hopi Kachina dolls and other American Indian treasures to a class of 5th graders studying North American Indians.

Mary Martin and Julie Bray spoke on WRIN about selecting books for Christmas giving and about various library services.

Julie and I met with Mary Kenny to work out the agreement for the Toy Library.

Glenda Brown and I are interviewing 3 candidates for a 15 hour a week evening and Saturday position at Rensselaer.

I attended a workshop explaining the new Capital Projects Fund that Indiana public libraries are now allowed to set up, with the approval of (in our case) the county council. We may want to talk to our financial advisor about the possibility of using this method to obtain a small part of the money we will need for our building and automation project.

As I write, I hear in the background the dull boom of the wrecking crane at the old high school. A "gaper's block" forms from time to time as cars park in the road while watching the activity. I spoke with Herb Arihood about the possibility of retrieving some significant but small piece of the old school to be incorporated in the decoration of the new library. He likes the idea and asked that the Board give him some ideas of what kinds of items could be used for this purpose.

I am in the process of looking for an automation consultant and talking with other librarians in the area about their automation plans. We will probably need to talk more about this at our January meeting.

In addition to the above activities, I took 3 days of vacation in November. I have 4 days left to take in December.

SALARIES 1990: ADDENDA

	Annual	Hourly	Hrs Worked	Per Pay
Pamela Ferber	23,000.16	11.27	40	\$958.34
Julie Schleuder	3018.60	4.30	12-15	\$125.78

Miriam Sawyer
Marge Hohner
William D. Doty
Kanda Stewart

Mary Linda Carey

AGENDA.....December 20, 1990
Special Meeting Rensselaer Library
Board of Trustees 3:45 PM
Jasper County Public Library

1. Bills/Financial reports

- 1.1 Bills to be allowed/Paychecks
- 1.2 Funds to be encumbered
- 1.3 LIRF monies to transferred
- 1.4 Transfer of library operating funds

2. Investment of funds in CD

3. Adjournment
- Mtg date in Feb for Board of Finance (?) Decide now or
decide Jan. 4*

Automatic door

DISBURSMENT LIST
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
20 DEC 90

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
009616	02995	ALFAY WHOLESALE FURNITURE	594.55	20 DEC 90	SHELVING & CHAIR CADDY -- DE	X
009617	02996	AMERICAN LIBRARY ASSOCIATION	72.00	20 DEC 90	AD FOR BRANCH LIBRARIAN	X
009618	02997	ASSOCIATED LIBRARIES, INC.	12.97	20 DEC 90	BOOKS	X
009619	02998	BOUND TO STAY BOUND BOOKS, I	13.53	20 DEC 90	BOOKS	X
009620	02999	BUREAU OF EDUCATION & RESEAR	95.00	20 DEC 90	REGISTRATION FOR FAGEN	X
009621	03000	BRODART CO.	166.60	20 DEC 90	SYSDAC TAPE	X
009622	03001	BAKER & TAYLOR	112.48	20 DEC 90	BOOKS	X
009623	03002	BAKER & TAYLOR	2701.53	20 DEC 90	BOOKS	X
009624	03003	BAKER & TAYLOR	1035.00	20 DEC 90	LEASE BOOKS	X
009625	03004	CHILDRENS PRESS	292.48	20 DEC 90	BOOKS	X
009626	03005	CHILDREN'S BOOK COUNCIL	45.00	20 DEC 90	SUBSCRIPTION TO CBC NEWSLETT	X
009627	03006	CENTRAL STATES SALES CORPORA	27.24	20 DEC 90	PROJECTOR LAMPS	X
009628	03007	CONSOLIDATED INSURANCE AGENC	100.00	20 DEC 90	BOND -- DAUGHERTY	X
009629	03008	DAVID DEVRIES	82.00	20 DEC 90	ASSEMBLED SHELVING & OTHER J	X
009630	03009	DYKE'S ELECTRIC INC.	79.29	20 DEC 90	REPLACE BALAST--RENSSELAER	X
009631	03010	DEMCO	232.84	20 DEC 90	BOOK POCKETS, OFFICE & LIBRA	X
009632	03011	ECONO-CLAD BOOKS	513.75	20 DEC 90	BOOKS	X
009633	03012	FAS-TRACK COMPUTER PRODUCTS	129.75	20 DEC 90	SOFTWARE	X
009634	03013	GAYLORD BROS.	74.90	20 DEC 90	MAGAZINE CASES & ART PRINT B	X
009635	03014	GALE RESEARCH INC.	74.70	20 DEC 90	BOOKS	X
009636	03015	INDIANAPOLIS NEWSPAPERS INC.	78.00	20 DEC 90	NEWSPAPER SUBSCRIPTION -- RE	X
009637	03016	INGRAM	568.17	20 DEC 90	VIDEOCASSETTES	X
009638	03017	K.V.ELECTRIC	77.00	20 DEC 90	REPLACE OUTSIDE LIGHTS	X
009639	03018	LAFAYETTE GLASS CO., INC.	101.55	20 DEC 90	REPAIR WINDOW AT WHEATFIELD	X
009640	03019	THE L.O.M. CORPORATION	1648.50	20 DEC 90	ARCHITECTURAL SERVICE--RENS	X
009641	03020	LYNN DAUGHERTY	254.73	20 DEC 90	MILEAGE, POSTAGE, VIDEOCAMER	X
009642	03021	MARSHALL CAVENDISH CORPORATI	355.20	20 DEC 90	BOOKS	X
009643	03022	MUSIC FOR LITTLE PEOPLE	18.98	20 DEC 90	AUDIOCASSETTE	X
009644	03023	MACMILLAN PUBLISHING CO.	635.00	20 DEC 90	BOOKS	X
009645	03024	QUILL	271.89	20 DEC 90	BINDERS, STAPLER, OFFICE & J	X
009646	03025	RAND MCNALLY & COMPANY	251.25	20 DEC 90	BOOKS	X
009647	03026	R.R. BOWKER	247.47	20 DEC 90	BOOKS & SUBSCRIPTION--DEMOTT	X
009648	03027	SECURITY COURIERS, INC.	147.13	20 DEC 90	TRANSPORT BETWEEN LIBRARIES	X
009649	03028	SIMON & SCHUSTER SCHOOL GROU	18.32	20 DEC 90	BOOKS	X
009650	03029	SCHWARTZ-HILL BOOK COMPANY	4.67	20 DEC 90	BOOKS	X
009651	03030	BANK ONE, INDIANAPOLIS, NA	124350.00	20 DEC 90	FINAL WHEATFIELD BOND PAYMEN	X
009652	03031	BANK ONE, INDIANAPOLIS, NA	750.00	20 DEC 90	ANNUAL REGISTRAR & PAYING AG	X
--TOTAL AMOUNT OF CLAIMS--			\$136233.47			X

We have examined and allowed the claims listed on the foregoing page. They amount to \$136233.47. Dated 20 DEC 90.

These claims will be listed on the approved Register of Claims dated the end of this month.

Robert Souza

Thanda Stewart

Barbara Lestma

Miriam Meyer

ENCUMBERED BILLS 1990

P.O #	Amount	Appropriation #	Company
2176	292.30	4.51	Creative Education
2213	387.32	4.51	Davidson Titles
2236	126.40	4.51	Davidson Titles
2237	1030.00	4.51	Macmillan
2274	26.90	4.51	Baker & Taylor
2283	14.95	4.51	Baker & Taylor
2290	195.50	4.51	Baker & Taylor
2295	16.98	4.51	Baker & Taylor
2299	112.75	4.51	Baker & Taylor
2302	16.95	4.51	Baker & Taylor
2313	210.00	4.51	Thomas Publishing
2320	498.46	4.51	Baker & Taylor
2321	178.48	4.51	Baker & Taylor
2323	340.70	4.51	Children's Press
2325	255.30	4.51	Baker & Taylor
2326	9.95	4.51	Marshall Cavendish
2331	864.52	4.51	Oxford Univ. Press
2332	270.00	4.51	Raintree Press
2334	58.75	4.51	John Wiley Books
2340	355.19	4.51	Baker & Taylor
2353	661.35	4.51	Baker & Taylor
2356	117.15	4.51	EconoClad
2357	1055.00	4.51	Baker & Taylor
2358	259.40	4.51	Baker & Taylor

TOTAL \$7354.30

Robert Souza

Manda Stewart

Barbara Lustme

Miriam Langer

Jasper County Public Library

☐ De Motte Public Library
P.O. Box 16
De Motte, Indiana 46310
219-987-2221

☐ Rensselaer Public Library, Headquarters
301 N. Van Rensselaer Street
Rensselaer, Indiana 47978
219-866-5881

☐ Wheatfield Public Library
P.O. Box 184
Wheatfield, Indiana 46392
219-956-3774

December 20, 1990

The Jasper County Public Library Board of Trustees hereby resolves to transfer \$20,000 from the 1990 Library Operating Fund's LIRF appropriation to the Library Improvement Reserve Fund.

Robert Souza _____

Shanda Stewart _____

Barbara Lestma _____

Miriam Swartz _____

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December 20, 1990

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library, Now, therefore be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIB. OPERATING FUND	Added Amount Appropriated	LIB. OPERATING FUND	Amount Reduced
1. PERSONAL SERVICES		1. PERSONAL SERVICES	
Wages of janitors	\$950.00	Other personal serv.	\$950.00
3. OTHER SERVICES & CHARGES		3. OTHER SERVICES & CHARGES	
Consulting serv.	\$4800.00	Telephone	\$1839.57
Architect. serv.	\$8901.18	Mileage	\$1485.20
Other prof. serv.	\$4512.19	Profes. Meetings	\$4331.94
Advertising	\$595.30	Other insurance	\$671.18
Water	\$3.45	Gas	\$2948.61
Repairs building	\$469.20	Electricity	\$7061.61
Repairs equipment	\$237.00	Lawn care	\$1180.21
4. CAPITAL OUTLAYS		4. CAPITAL OUTLAYS	
Land	\$27500.00	Books	\$24702.69
Nonprint mat'ls	\$2519.59	Equipment	\$5316.90
TOTAL	\$50487.91		\$50487.91

Salvatore Souza
Heads Stewart
Barbara Lutzma
Mariam Sawyer

